



WORK BASED LEARNING



NVQ
PROGRAMME



Vocational Qualifications (NVQ) allows you to gain a recognised qualification whilst working and helps you to develop your skills in the workplace. An NVQ is a work based learning (WBL) qualification that enables you to work and achieve a qualification at the same time. Vocational qualifications can be undertaken if you are in an employed or voluntary position. You will work one to one with an Assessor who will support you through your qualification and for some programmes you will attend classes at college (this depends on the programme undertaken).

How long will a Vocational Programme take to complete?

The length of a Vocational programmes varies depending on the qualification and level undertaken. The length of your chosen course will be discussed with you at interview as the Vocational Programmes vary from 6 months to 2 years.

What does an NVQ in the Vocational Learning Area involve?

- You need to ensure you secure a work placement/hours at a setting relevant to the occupational area you wish to work in.
- You will receive regular support, guidance and assessment throughout time on programme.
- You will need to build a portfolio of evidence which may include a variety of different assessment methods: Observations, reflective accounts, witness statements, verbal questions, professional discussion as well as written evidence to cover knowledge and practical assessments.
- Evolve on-line multiple choice exams are also required for some qualifications.

Key benefits of an NVQ as a Vocational Learning Area Learner?

- Gain an NVQ qualification
- Learn job-specific skills
- On-going regular support from Assessor
- Employability
- Further progression routes



Health & Social Care/Childcare (HSC/CYPW)

Level 1

This qualification is for learners who work or want to develop skills and knowledge for working in the health and social care or child care sector. This allows candidates to learn, develop and practise the skills required for employment and/or career progression in the health and social care sector. This level is ideal if you're hoping for a career in health and social care, childcare or if you are newly in post. It covers the basic knowledge that you will need and that you can build on to progress to further levels.

Level 1 is a knowledge qualification that can be used as an introduction to working in adult social care or with children and young people. The qualification covers a variety of areas, including: equality, diversity and inclusion; introduction to the role of a social care worker; health and safety; and awareness of safeguarding and duty of care.

Course Length:

6 – 12 months



Health & Social Care (HSC)

Level 2, 3 Diploma

These qualifications are designed to equip learners with the skills and knowledge needed to care for others in a wide range of health or social care settings

Level 2 will suit you if you are a care worker or want to get your first care job. If you're already working in care, you probably work mainly under supervision. You want to increase your skills and take on more responsibility.

Level 3 is ideal if you're a care worker, and you have some responsibility in your workplace. You often work without supervision. You want to develop or demonstrate your skills, perhaps to become a Senior Care Worker or you might already be a Senior Care Worker.

A Diploma in Health and Social Care is flexible to suit all fields of health and social care. Learners can select a pathway that suits their role - for example, working with people with a learning disability, people with dementia or children and young people.

Course Length:

12 – 18 months (*depending on level*)



Leadership for Health & Social Care and Children and Young People's Services (HSC/CYPW)

Level 5 Diploma

This qualification shows that you have the skills needed to keep a care-provision organisation running smoothly. This qualification gives you the opportunity to build both your managerial and care skills, allowing you to help more people. It also fulfils the regulatory requirement for those who are already managers of children's homes or adult residential and domiciliary services or for anyone moving into a manager's role.

This level will suit you if you are responsible for running a facility that provides services for vulnerable children, adults or both. You might be a deputy manager, or a manager who has not yet achieved a recognised vocational qualification at this level.

Course Length:

2 Years



Children & Young People's Workforce (CYPW)

Level 2 Certificate

This qualification is designed for learners who want to develop a career as a childcare practitioner.

These qualifications are suitable for anyone starting their first child care job or already working within a childcare setting.

Level 2 will suit you if you work, or are about to work, in a supporting role as a nursery assistant, Crèche worker or special educational needs assistant. You want to work with children, but you'll generally work under supervision.

Course Length:

12 – 15 months



Level 3 Diploma Early Years Educator (EYE)

Level 3 Diploma

This qualification is aimed at learners who wish to become a qualified Level 3 Early Years Practitioner. The Early Years Educator qualification is designed for those who already work and have experience within the childcare sector (a Nursery or Pre-School setting.)

Throughout the duration of the qualification, learners will develop their knowledge and understanding. The course will include the learning of: babies, toddlers and young children, from birth to 5 years (performance) and from conception to 7 years (Knowledge).

The Statutory Framework for the Early Years Foundation Stage (EYFS) sets out the requirements for staff to child ratios in settings delivering the EYFS and the qualification levels that practitioners must hold.

All Learners will be required to hold a minimum of level 2 Functional Skills (FS) in English and Maths or would need to have achieved GCSE A-C grade in both English and Maths. If you do not hold English or Maths at the required level then you will need to carry out an initial assessment to ascertain your level before being enrolled onto the course. If the initial assessment reveals that you are ready to work towards level 2 Functional Skills then you can enrol and work towards the Functional Skills and EYE qualification at the same time (pending successful enrolment interview). Evidence of enrolment onto the GCSE/FS is required prior to enrolment onto the course. It is a requirement that you complete the FS/GCSE before the completion of the EYE qualification.

GCSE and Functional Skills Requirements varies for 16-18 year olds depending on grades achieved. Requirements for age and EYE qualification will be discussed at enrolment interview.

Course Length:

2 Years



Business Administration (BA)

Levels 1 Award/Certificate

Level 1 Business Administration will suit you if you are just starting out and want to learn how to carry out basic administrative tasks. You need everyday skills, including handling mail and working and communicating with others.

The Level 1 NVQ Award and Certificate in Business and Administration meet the needs of candidates who work or want to work in an administrative support role. Suitable for the young or adult learner, these foundation learning qualifications cover essential skills and knowledge related to working in a business environment which can be transferred to any type of organisation and industry. With the NVQ Award the candidate will learn how to follow work procedures and carry out routine administrative tasks such as handling mail and filing. The NVQ Certificate builds on these skills and provides the candidate with broader opportunities to develop wider skills such as using e-mail and word processing.

2, 3, 4 Diploma

These qualifications in Business and Administration are for people who want to work, or already work in administrative support roles either within a public or private sector organisation, or people who would like to improve their administrative/ supervisory skills. You will need to be working within a business administration setting.

Level 2 This qualification is suitable for those in a supporting role within an office environment and allows you to demonstrate competence in the sector. It reflects the skills and knowledge required of people working in a Business Administration role. Optional units provide the opportunity to show understanding and skills in a variety of areas, including basic finance, IT and contributing to events.

Level 3 This qualification reflects the skills and knowledge required of those in an administrative role with accountability. It is aimed at people who already have experience of office-based skills and wish to specialise in business and administration functions; perhaps in, or preparing for a line management role. Learners can choose from a bank of optional units which show their ability to negotiate, supervise, manage and contribute to the running of an office.

Level 4 This qualification recognises learners' understanding of complex administrative functions and activities. It accredits learners' abilities to carry out a range of administrative tasks demanding a high level of personal autonomy in a senior or supervisory role. It is designed for those working with a high level of responsibility in a business environment. It will further develop skills and competence needed in implementing and monitoring administrative services.

Course Length:

12 – 15 months (*depending on level*)



Customer Service (CS)

Levels 1 Award/Certificate

The level 1 NVQ Certificate in Customer Service qualification is designed to give a basic knowledge and understanding when dealing with customers in any environment. It will help those who wish to work or those already working in a customer facing role to learn about, adopt and maintain behaviours and language appropriate to the provision of good customer service.

Course Length:

6 – 12 months

Level 2, 3, 4 Diploma

These qualifications are appropriate for learners wishing to pursue a Customer Service career or move up the career ladder. The range of levels offered suit those who are just starting out, handling customer queries, to those responsible for an organisation's overall customer-service strategy or analysing customer feedback.

Level 2 This qualification is for learners who undertake a customer service role and recognises that employment in the customer service sector involves a diverse range of functions, tasks and activities that are constantly developing and changing. It reflects the skills and knowledge required of people working in a customer service role.

Level 3 This qualification reflects the skills and knowledge required of those in a customer service role with accountability. It is for learners who will be delivering and managing services and are accountable in the area of practice. Learners will be working without direct supervision or on their own.

Level 4 This qualification is designed for those working in a senior role. The learner should be in a position which influences decision making and shapes how customer service is delivered inside or outside of the organisation.

Course Length:

12 – 15 months (*depending on level*)



Advice & Guidance (A&G)

Level 3 Certificate or Level 4 Diploma

These qualifications are designed for those working directly with clients in organisations that provide advice and guidance services. You could be working in various roles such as but not limited to, a College or School Careers Advisor, a Trade Union Representative, a Housing Advisor, Human Resources or in Health and Social Care.

Level 3 is ideal if your role involves providing advice and guidance directly to clients, reporting to line management as well as associated services. You may also supervise and support other staff members.

Level 4 is ideal if your role involves providing specialist advice and guidance to clients, reporting to senior management and networking with associated services. You may also be in charge of a team of Advisors.

Course Length:

12 – 15 months



Training, Assessment and Quality Assurance (TAQA)

Level 3 Award/Certificate or Level 4 Award/Certificate Assessor and Internal Quality Assurer Qualifications

These qualifications are for people working in or looking to work in Assessment or Internal Quality Assurance.

Level 3 Award in Understanding the Principles and Practices of Assessment:

A knowledge-only Award for those who are starting their journey as an assessor, or for those who need to know about assessment practice but who are not currently practicing e.g. a starting point for aspiring assessors or a professional development qualification for managers, HR or quality assurance personnel.

Level 3 Award in Assessing Competence in the Work Environment:

For practitioners who assess the demonstration of competence in a work environment using the following assessment methods: observation, examining work products, oral questioning and discussion, use of others (e.g. witnesses), learner statements and Recognition of Prior Learning (RPL).

Level 3 Award in Assessing Vocationally Related Achievement:

For practitioners who assess knowledge and/or skills in vocationally-related subject areas who use the following assessment methods:

assessments in simulated environments, skills tests, oral and written questions, assignments, projects, case studies and RPL. This may take place in training workshops, classrooms or other learning environments.

Level 3 Certificate in Assessing Vocational Achievement:

For practitioners who may use ALL of the above listed assessment methods based upon sound assessment principles.

Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice:

A knowledge-only Award for those who are starting their journey as an Internal Quality Assurance Practitioner or for those who need to know about Internal Quality Assurance but who are not carrying out quality assurance themselves. This might be people such as experienced Assessors, centre Managers, Human Resources or quality assurance personnel.

Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice:

For practitioners who conduct internal quality assurance of the assessment process from within a centre or organisation, by sample planning, monitoring and advising on the practice of Assessors.

Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice:

For practitioners who lead the internal quality assurance process within a centre/organisation and have a responsibility for managing the quality of the assessment process, practice and the performance of Assessors. They may also develop systems and lead on visits from outside agencies such as awarding organisations.

Course Length:

12 – 15 months



Learning & Development (L&D)

Level 3 Award/Certificate or Level 4 Award/Diploma

These qualifications are for people working in, or looking to enter roles in Learning & Development.

The units and qualifications will provide people who carry out learning and development roles in their organisation with the opportunity to develop and improve their practice as well as achieving a professional qualification for the role. They are available to anyone working in: accredited learning; non accredited learning (where people may train and assess skills but do not assess for a qualification) and the NQF. Achievers will understand the principles of learning and development and have the knowledge to develop and improve systems at their centre.

There are three pathways available at Level 3:

- Level 3 Award in Understanding the Principles and Practices of Learning and Development.
- Level 3 Award in Facilitating Learning and Development.
- Level 3 Certificate in Learning and Development.

There are two pathways available at Level 4:

- Level 4 Award in Learning and Development.
- Level 4 Diploma in Learning and Development.

Course Length: _____

12 – 15 months



Support Teaching and Learning in Schools (STLS)

Levels 2 and 3 Award/Certificate/Diploma

The Support Teaching and Learning in Schools (STLS) qualifications are designed for anyone involved in or wanting to work within a school setting and would like to gain a recognised qualification to become a Teaching Assistant/LSA. There are a suite of qualifications which measure the knowledge and skills required to meet the support needs of primary, secondary and special needs schools. Achieving one of the qualifications demonstrates an individual's ability relating to pupil welfare, care, behaviour and learning. The qualifications are suitable for those already working as learning support staff in schools or anyone who is looking to work within a school.

Course Length: _____

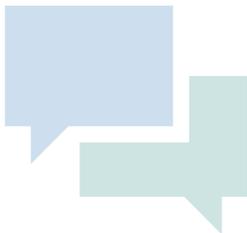
12 – 15 months



Contact Details

St Vincent College Vocational Learning Area

- Paula Grundy
023 9260 3669
Mobile: 07850773485
wbl@stvincent.ac.uk



Other College Contact Numbers

- Main Switchboard
023 9258 8311
info@stvincent.ac.uk
- Facebook
[@stvincent6FC](#)
- Twitter
[@stvincent6FC](#)





St Vincent

SIXTH FORM
COLLEGE

Mill Lane, Gosport
Hampshire PO12 4QA
Tel: (023) 9258 8311
Fax: (023) 9251 1186
wbl@stvincent.ac.uk