

# Σ Sigma Studies (Training) Ltd

## NVQ – THE INTRODUCTION:

### **AIM:**

The purpose of this introduction is to give some guidance on what is required to achieve a National Vocational Qualification (NVQ) at the appropriate level.

### **NVQ PROGRAMME:**

To obtain an NVQ you have to show that you are competent in doing your job, that you understand the need to broaden your knowledge of both your job and your organisation. To prove this you collect evidence in a portfolio to show that you can do the work safely and competently. You work with an assessor who is linked with Sigma Studies Ltd. Your assessor will help and guide you as to what type of evidence you can use, and he/she will also watch you do various jobs within your working day to confirm this evidence.

### **PORTFOLIO BUILDING:**

Your assessor will visit your place of work at a time and date agreed by the assessor, your employer and you, to watch you perform your job. You will be asked to collect evidence to help build your portfolio confirming that you can work safely and competently. Your portfolio is a record of your work and other people's observations as to how you do that work. Your assessor will assess it, it will be internally verified by a qualified verifier and externally verified by a verifier from the Awarding Body before you receive your certificate.

### **STRUCTURE OF QUALIFICATION:**

The NVQ is made up of several units, which are mandatory to complete. There are also additional optional units.

### **GUIDANCE NOTES:**

You will find sample forms and documentation, which you may be able to use. If your company already uses similar paperwork, you need to use that. Your assessor will be completing assessment record sheets as well, which will act as additional evidence in your portfolio.

## **PERSONAL STATEMENT:**

Each unit needs a personal statement written by you to explain your knowledge of the unit area in relation in your job and your workplace. This must show how you do your job in that particular area and you will find that as you write down your statement so you will need to identify and include a copy of any paperwork or company documentation you use. The statement can be typed or hand written but you must **remember to sign it**.

## **WITNESS STATEMENT:**

This is a direct testimony from someone you work with or for, to show your competence against certain criteria.

## **TYPES OF EVIDENCE:**

Observation reports from your assessor.

Personal statements for each unit.

Witness testimonies from people that you work with or for.

Work product e.g. delivery notes signed by customers, orders, customer questionnaires, tachographs, check lists, vehicle defect reports etc.

Completed underpinning knowledge question sheets.

Photographs or video evidence.

Relevant previously awarded certificates.

Other related paperwork, which you might use within your own organisation.

## **WHAT IS AN NVQ?**

An NVQ or National Vocational Qualification is a worked-based qualification designed to demonstrate competence in employment. NVQ's are nationally recognised and geared to the job that you are currently in.

### **WHY SHOULD I BOTHER?**

NVQ's show what YOU can do. They are work-based and practically oriented; they are more directly geared to the ability to do the job than many other qualifications. NVQ's are widely available in a variety of occupations. They are based on the agreed standards of performance set by representatives from all our industries.

### **WHAT WILL I GET OUT OF IT?**

- ❖ A qualification that will be recognised anywhere in the country.
- ❖ Recognition of the skills that you already possess.
- ❖ Increased Skills.
- ❖ Job Satisfaction.
- ❖ Pride in achievement

### **WHAT QUALIFICATIONS DO I NEED BEFORE I CAN REGISTER?**

You do not need any qualifications to start working towards an NVQ.

### **WHAT ARE THE CHARACTERISTICS OF NVQ'S?**

- ❖ NVQ's are competence based and relevant to employment.
- ❖ They are based on what people need to be able to do to carry out their jobs competently.
- ❖ They give credit for what candidates can do, not just what they know.
- ❖ They are open to people of any age of any walk of life. There are no pre-qualifications.
- ❖ They are flexible in their delivery.

### **ISN'T NVQ'S JUST FLAVOUR OF THE MONTH?**

No – Government has set targets for education and training, the attainment of which will be measured by the number of people attaining NVQ's. The NVQ system has been developing during the last eight years and is supported by industry leaders including the CBI and TUC.

### **NVQ'S ARE ONLY DESIGNED FOR YOUNG PEOPLE, AREN'T THEY?**

No – there are no age limits. NVQ's are for:

- ❖ People in employment who are interested in self-development and being recognised at a national standard.
- ❖ People in training – full or part time.

## **WHAT IF I STRUGGLE WITH MY READING OR WRITING?**

No worries, we will do all we can to help you, in confidence. If you feel you do have concerns or problems with your reading and writing, then please do not hesitate to talk to your Assessor. This will NOT stop you from achieving an NVQ.

## **HOW DO I SUCCEED: IS THERE AN EXAMINATION?**

You will be assessed in the workplace. NVQ's are practical; they measure the knowledge you possess to do your job. With NVQ's you gain credit for what YOU can do. Training will be given in any part of the NVQ that is not altogether covered in your current job role, and an opportunity is given for you to demonstrate your skills and knowledge.

Success is through demonstrating competence, there are NO Examinations.

## **HOW LONG WILL IT TAKE?**

The actual time will vary according to previous experience. The job that you are doing, and the level of NVQ that you are aiming at. An average time scale for a level 2 is twelve to fourteen weeks.

## **WHAT IS THIS ABOUT "LEVEL OF NVQ"?**

Each industry and type of job has a number of difference levels of NVQ's, in order to cater for employees from junior recruits to senior management. Level 1 and 2 is for instance to cover largely routine everyday tasks, while level 3 usually includes supervisory duties in most industries. Level 4 is directed at middle management and level 5 is for senior management.

## **DO I HAVE TO START AT LEVEL 1?**

**No** – NVQ's are very flexible and you can start at whatever level is appropriate to your job and experience.

It is up to YOU and your assessor to decide which level and which NVQ is appropriate.

## **HOW MUCH TIME WILL I NEED TO WORK?**

The essential feature of NVQ's is that they are linked to your work and not to a particular course of study. Initial assessment will identify what parts of the standards you already have. You and the assessor can then plan how best to fill in the remaining requirements through guided learning modules.

**ALL ASSESSMENTS AND TRAINING IS CARRIED OUT IN THE  
WORKPLACE....**

## **WHAT HAPPENS IF I LEAVE THE COMPANY OR DO NOT WANT TO FINISH MY QUALIFICATION?**

Naturally, your views are very important to us. We will want to spend a little bit of time with you at work, to talk to you about what you have learnt, whether or not you have enjoyed it, what problems that you have had and so on.

So if you are planning to leave the company soon, it is very important that you tell your assessor so that we can arrange to come and visit you to talk about your experience before you leave. If you have enjoyed learning, we can also help you to choose other courses that you might want to do in the future, after you have left.

If you do not want to finish your qualification, tell your assessor since we will still want to talk to you and give you the opportunity to air your views!

### **WHO ELSE MIGHT WANT TO TALK TO ME?**

Many people from different organisations may want to visit your employer and you. It could also be that you are invited to attend an event with your employer, during normal working hours to meet the other employees who are taking part in the scheme too. You can share experiences and learn more how these schemes are helping with the government so far.

Both the local and national press attends many of our events since they too want to hear about your stories. It is a chance to get your picture in the paper for your family and friends to see!

So, come forward and let others hear about your views.

### **WHAT WILL HAPPEN WHEN I GET MY QUALIFICATIONS?**

We believe that what you have achieved needs to be rewarded and recognised in a big way. You may be invited to attend an award ceremony where you will be presented with a certificate that shows everyone what you have achieved.

Your name might also be put forward, by either your employer or your assessor, for a special award in learner achievement.

You can also put your achievement onto your CV!

You will want to tell other people about your experiences, and hopefully, want to continue learning something new.

We look forward to presenting you with your award soon!

**I HAVE GOT OTHER QUESTIONS THAT ARE NOT ANSWERED HERE,  
WHO DO I TALK TO?**

We suggest that you talk to your assessor who may be able to help you, but you could also get advice from

- ❖ Your Employer
- ❖ If you can use the internet, visit [info@sigmastudies.co.uk](mailto:info@sigmastudies.co.uk)

**ENJOY THE EXPERIENCE**

**REMEMBER THAT YOU ARE DOING YOUR LEARNING DURING WORKS  
TIME AT YOUR PLACE OF WORK**

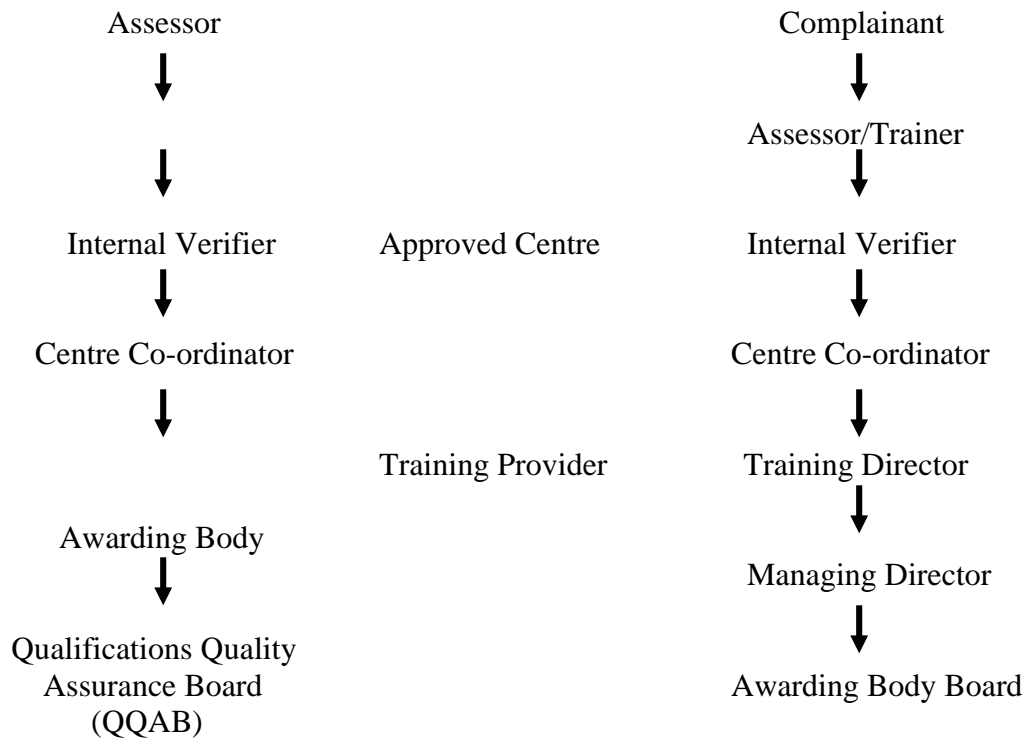
**IT COULD NOT BE EASIER**

## **TRAINEES APPEALS AND COMPLAINTS PROCEDURE:**

Sigma Studies Ltd, Appeals and Complaints Procedures, are open to all trainees. The Procedures are designed to resolve disputes arising from the following activities:

- ❖ Assessment and verification practice or decisions
- ❖ Claims for Certification
- ❖ Any other complaint that a candidate might have

Appeals of complaints from any source should be directed, whenever possible, through the following, 'as shown below':



The complaints procedure may be involved verbally or in writing but a written report of the complaint must be kept detailing the action taken by all participants and placed in the complainant's file. An complainant who is not satisfied with the reply received at any stage is entitled to pursue the appeal through each successive level, until either a satisfactory reply is obtained or the QQAB/ABB response is received. The QQAB/ABB response is final and binding on all parties.

**M. Hull**  
**Director**

**Dated:**

## **WHO DO I CONTACT DURING MY TRAINING?**

Any questions you have about your NVQ training and award, should be fully explained at your induction to the course and covered in your 'Information and Induction Pack'.

However, if you have any questions that arise during your training you can ask your assessor.

If your assessor is unavailable then contact Sigma Studies Ltd's NVQ Centre on:

Telephone No: 01375 671111

E-mail: [info@sigmastudies.co.uk](mailto:info@sigmastudies.co.uk)

Fax: 07092 380757

## **WHAT HAPPENS IF I HAVE PROBLEMS WITH MY ASSESSOR AND DO NOT WANT TO TALK TO THEM ABOUT THE PROBLEMS?**

If you feel that you cannot talk to your assessor about problems that you may be having with your training, then please contact the NVQ Centre on the above number. If your problems are still unresolved then talk to your employer. If you are still not happy that your problems have not been resolved, then we suggest that you contact the awarding body OCR.

Telephone No: 02476 851509

E-mail: [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

Website: [www.ocr.org.uk](http://www.ocr.org.uk)

**WE ARE ALL HERE TO HELP YOU OBTAIN YOUR QUALIFICATION.....**

# Sigma Studies Ltd Support Service..

## **We do:**

Provide information and advice on all our training Courses

Signpost information on other local transport training courses

Signpost people to other training providers for non transport training

Provide a brochure of additional reading, relating to our courses

Give advice on possible careers related to our training courses

## **We don't:**

Provide information on areas other than transport training

Provide advice on other local training courses

Provide help with interview preparation or interview skills

Provide careers guidance

Do psychometric testing

Give help with writing CV's

Help with job application forms