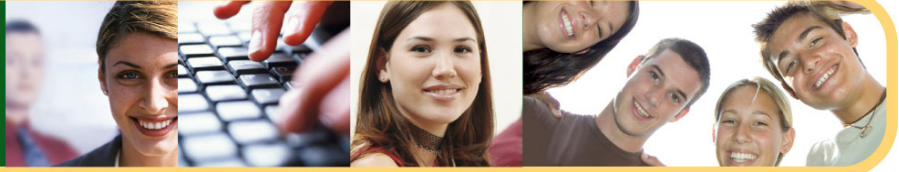


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NATIONAL VOCATIONAL QUALIFICATIONS

Who needs an NVQ?

Anyone in the workplace. NVQs are work based qualifications for anyone who undertakes a job role. They are open to anyone and there are no entry requirements necessary.

What is the purpose of an NVQ?

NVQs give recognition of the skills and competencies of anyone in the workplace. Different levels provide the individual with a learning opportunity to demonstrate their knowledge and skill whilst developing themselves on the career ladder. NVQ units encompass a wide range of related work topics.

What are the benefits of an NVQ?

An employee will benefit by

- Having more understanding of their responsibilities
- An opportunity to develop new skills
- Accreditation of current skills

An employer will benefit by

- More developed staff giving better performance
- More staff motivation
- Better service to clients

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Learning and Development – Level 3

To achieve a full award, candidates must achieve **11 units** made up of **7 mandatory units** & **4 optional units made up from 2 from group A and 2 from group B.**

Mandatory Units

- Identify individual learning aims and programmes
- Agree learning programmes with learners
- Develop training sessions
- Create a climate that promotes learning
- Monitor and review progress with learners
- Respond to changes in learning and development
- Evaluate and develop own practice

Optional Units – Group A

- Enable learning through presentations
- Enable learning through demonstrations and instruction
- Enable individual learning through coaching
- Enable group learning

Optional Units – Group B

- Assess candidates using a range of methods (A1)
- Assess candidates' performance through observation
- Design learning programmes
- Prepare and develop resources to support learning
- Support learners by mentoring in the workplace
- Support and advise individual learners
- Support competence achieved in the workplace
- Support how basic skills are delivered in the workplace
- Support people learning basic skills in the workplace