

smart people:
think minerva



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

Learning and Development – Level 4

To achieve a full award, candidates must achieve **12 units** made up of **7 mandatory units & 5 optional units made up from 1 from group A and 4 from group B.**

Mandatory Units

- Design learning programmes
- Agree learning programmes with learners
- Manage the contribution of other people to the learning process
- Create a climate that promotes learning
- Evaluate and improve learning and development programmes
- Contribute to learning within the organisation
- Evaluate and develop practice

Optional Units – Group A

- Identify the learning and development needs of the organisation
- Identify individual learning aims and programmes

Optional Units – Group B

- Assess candidates using a range of methods (A1)
- Assess candidates' performance through observation
- Conduct internal quality assurance of the assessment process (V1)
- Prepare and develop resources to support learning
- Enable group learning
- Support learners by mentoring in the workplace
- Support and advise individual learners
- Monitor and review progress with learners
- Respond to changes in learning and development
- Provide learning and development in international settings
- Plan how to provide basic skills in the workplace
- Introduce training for basic skills in the workplace