



**Working together to
Build the skills
Of the
Voluntary and Community
Sector Workforce**

NVQ Information Pack

To find out more contact
**Coventry & Warwickshire Learning
Consortium**

Saturn Facilities, 101 Lockhurst Lane,
Coventry, CV6 5SF

Tel: 024 7658 2422

info@cwlearningconsortium.org.uk
www.cwlc.org.uk



Registered Company No: 5088634



WHAT IS AN NVQ?

- It is a work related, competence based qualification based on national occupational standards recognised by employers throughout the country.
- These standards are statements of performance that describe what competent people in a particular occupation are expected to be able to do.
- NVQs are made up of units, which describe the skills, and knowledge needed to do a job effectively.
- Evidence is gathered by the individual whilst carrying out their daily duties and a portfolio of evidence is collated.

NVQS AND ACADEMIC QUALIFICATIONS

NVQs are recognised as equivalent to academic qualifications. For example:

NVQ level 2	5 GCSE grades A – C
NVQ level 3	2 A levels 1 Vocational
NVQ level 4	Degree level
NVQ level 5	Higher Degree

BENEFITS FOR EMPLOYERS

NVQs can help you improve productivity and competitiveness. Many major companies use them to help employee development.

There are significant benefits in terms of:

- improved employee performance
- lower staff turnover
- better staff-supervisor relations
- improved staff recruitment
- NVQs can be used to benchmark standards and provide training which can be more specifically targets to needs

WHO ARE NVQS DESIGNED FOR?

- Anyone of any age group
- At any stage of your career
- No entry qualifications
- Accessible
- You can tailor them to suit individual needs

HOW MUCH DO THEY COST?

<u>NVQ Level 2</u>	<u>Original Cost</u>	<u>Cost to you</u>
Business Administration	£700	FREE!!
Customer Service	£700	FREE!!
Team Leader	£700	FREE!!
Retail	£700	FREE!!
Health & Social Care	£700	FREE!!
Children's Care, Learning and Development	£700	FREE!!
Catering	£700	FREE!!

<u>NVQ Level 3</u>	<u>Original Cost</u>	<u>Cost to you</u>
Business Administration	£850	£175
Customer Service	£850	£175
Retail	£850	£175
Health & Social Care	£850	£175
Children's Care, Learning and Development	£850	£175
Management	£900	£250
Advice and Guidance	£1600	£550

<u>NVQ Level 4</u>	<u>Original Cost</u>	<u>Cost to you</u>
Management	£1000	£300
Advice and Guidance	£1800	£600

The contribution towards the cost of an NVQ has been heavily subsidised by the European Social Fund through the LSC and CWLC.

To be eligible for these prices you must be aged 19+ and work in a Voluntary and Community organisation based in Coventry & Warwickshire. Each candidate must have an element of management or administration in their job role or wish to move into this area. Each candidate can only be funded for one NVQ at each level. For further information, please contact us on 024 7658 2422.

WANT TO KNOW MORE ABOUT THE NVQS WE CAN OFFER?

If the answer is yes, then read on!



CUSTOMER SERVICE LEVEL TWO

Who a Customer Service NVQ aimed at?

Staff and volunteers who are in job roles where they deliver service to customers. These qualifications will help employers and employees achieve and demonstrate total quality as part of a continuous customer-service improvement programme.

Who a level two suitable for?

The Level 2 qualification is suitable for you if, as part of your job role, you:

- need to communicate clearly and confidently;
- can work with others to solve problems and support customer service improvements;
- have a developing knowledge of your organisation and its products and services; and
- have limited influence over what happens at work.

How much work do I need to complete?

To achieve the full award, you must complete a total of five units (four mandatory units and one optional unit). Most providers suggest that candidates complete one unit per month; however there are no time limits so the time taken can vary between candidates.

This qualification is very flexible in its structure enabling the organisation and individual to choose the optional units that best suit their work situation and job role.

Units include deliver reliable customer service, process customer service information, promote additional products or services to customers and give customers a positive impression of yourself and your organisation.

Like all NVQs, this qualification is competence-based. This means it is linked to the candidate's ability to competently perform a range of tasks connected with their work. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

How much will this cost?

FREE!! Customer Service Level two NVQs are free to anybody aged 19+ who works in a Voluntary and Community organisation based in Coventry & Warwickshire. The candidate must have an element of management or administration in their job role or wish to move into this area.

How do I sign up?

Complete the attached expression of interest referral form and fax or post this back to Coventry & Warwickshire Learning Consortium. One of our specialist NVQ providers will then be in contact with you directly to arrange a meeting for you to find out more!

CUSTOMER SERVICE LEVEL THREE

Who a Customer Service NVQ aimed at?

Staff and volunteers who are in job roles where they deliver service to customers. These qualifications will help employers and employees achieve and demonstrate total quality as part of a continuous customer-service improvement programme.

Who a level three suitable for?

The Level 3 qualification is suitable for you if, as part of your job role, you:

- work in a designated customer service department and/or have a particular customer service job title (a customer service adviser, for example)
- work in a non-customer service role, but recognise that customer service is part of your role (an engineer, for example)
- work mainly to provide service to customers (if you work in a call centre or hotel, for example)
- are an experienced problem solver with good communication skills
- are able to suggest and implement changes to improve customer service.

How much work do I need to complete?

To achieve the full award, you must complete a total of six units (five mandatory units, and one optional unit). Most providers suggest that candidates complete one unit per month; however, there are no time limits so the time taken can vary between candidates.

This qualification is very flexible in its structure enabling the organisation and individual to choose the optional units that best suit their work situation and job role.

Units include work with others to benefit the customer, take action to deliver solutions, initiate changes in response to customer requirements and lead the work of teams and individuals to improve customer service.

Like all NVQs, this qualification is competence-based. This means it is linked to the candidate's ability to competently perform a range of tasks connected with their work. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

How much will this cost?

75% of the NVQ costs have been absorbed by our funder's therefore Customer Service Level 3 only costs £175!!

To be eligible for this price you must be aged 19+ and work in a Voluntary and Community organisation based in Coventry & Warwickshire. The candidate must have an element of management or administration in their job role or wish to move into this area.

How do I sign up?

Complete the expression of interest referral form on the last page and fax or post this back to Coventry & Warwickshire Learning Consortium. One of our specialist NVQ providers will then be in contact with you directly to arrange a meeting for you to find out more!

BUSINESS ADMINISTRATION LEVEL TWO

Who a Business Administration NVQ aimed at?

Business and Administration NVQs are aimed at staff and volunteers working in administration roles across all occupations and sectors of employment.

Who is level two suitable for?

The level 2 qualification is intended for individuals whose role involves carrying out a broad range of administrative activities, requiring a limited amount of supervision and working with some autonomy.

The individual will be working as part of a team ensuring the provision of information and resources to others. The individual's work situation will provide the opportunity to be involved in a range of administration activities.

For example: managing customer relations, managing diary systems, organising business travel and accommodation, organising and supporting meetings, using various software, preparing text from a variety of sources.

How much work do I need to complete?

To achieve the full award, candidates must complete five units, including two mandatory units and three optional units. Most providers suggest that candidates complete one unit per month; however, there are no time limits so the time taken can vary between candidates.

This qualification is very flexible in its structure enabling the organisation and individual to choose the optional units that best suit their work situation and job role.

Units include manage customer relations, use IT systems, operate office equipment, prepare text from notes, work effectively with people, deal with visitors, process customers financial information and organise and support meetings.

Like all NVQs this qualification is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

How much will this cost?

FREE!! Business Administration Level two NVQs are free to anybody aged 19+ who works in a Voluntary and Community organisation based in Coventry & Warwickshire. The candidate must have an element of management or administration in their job role or wish to move into this area.

How do I sign up?

Complete the attached expression of interest referral form and fax or post this back to Coventry & Warwickshire Learning Consortium. One of our specialist NVQ providers will then be in contact with you directly to arrange a meeting for you to find out more!

BUSINESS ADMINISTRATION LEVEL THREE

Who a Business Administration NVQ aimed at?

Business and Administration NVQs are aimed at staff and volunteers working in administration roles across all occupations and sectors of employment.

Who is level three suitable for?

The level 3 qualification is intended for individuals whose role involves carrying out administrative duties with a considerable amount of responsibility and autonomy. The individual will be contributing to the development and implementation of administrative services within the organisation, and have a substantial amount of administrative experience.

Their administrative duties will include: supervising an office facility, managing and evaluating customer relations, monitoring information systems, running projects, planning, organising and supporting meetings, making presentations, using various software, planning and implementing innovation and change, providing leadership, preparing text from a variety of sources.

How much work do I need to complete?

To achieve the full award, candidates must complete six units, including two mandatory units and four optional units. Most providers suggest that candidates complete one unit per month; however, there are no time limits so the time taken can vary between candidates.

This qualification is very flexible in its structure enabling the organisation and individual to choose the optional units that best suit their work situation and job role.

Units include managing the payroll function, design and producing documents, provide leadership for your team, supervising an office facility, prepare text from notes and develop productive working relationships with colleagues.

Like all NVQs, this qualification is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

How much will this cost?

75% of the NVQ costs have been absorbed by our funder's therefore Customer Service Level 3 only costs £175!!

To be eligible for this price you must be aged 19+ and work in a Voluntary and Community organisation based in Coventry & Warwickshire. The candidate must have an element of management or administration in their job role or wish to move into this area.

How do I sign up?

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RETAIL OPERATIONS LEVEL TWO

Who is a Retail NVQ aimed at?

The course is designed for anyone working within a retail environment. The candidate must complete various retail duties and comply with relevant procedures.

Who is level two suitable for?

The level 2 qualification is suitable for people who carry out a range of retail activities. For example, sales assistants.

How much work do I need to complete?

To achieve the full award, candidates must complete eight units, including three mandatory units and five optional units. Most providers suggest that candidates complete one unit per month; however, there are no time limits so the time taken can vary between candidates.

This qualification is very flexible in its structure enabling the organisation and individual to choose the optional units that best suit their work situation and job role.

Units include work effectively in your own organisation, process orders for goods, display stock to promote sales to customers, give customers a positive impression of yourself and your organisation, place orders to meet customer demand, maximize product sales and process payments for purchases.

Like all NVQs this qualification is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

How much will this cost?

FREE!! Retail Operations Level two NVQs are free to anybody aged 19+ who works in a Voluntary and Community organisation based in Coventry & Warwickshire. The candidate must have an element of management or administration in their job role or wish to move into this area.

How do I sign up?

Complete the expression of interest referral form on the last page and fax or post this back to Coventry & Warwickshire Learning Consortium. One of our specialist NVQ providers will then be in contact with you directly to arrange a meeting for you to find out more!

RETAIL OPERATIONS LEVEL THREE

Who is a Retail NVQ aimed at?

The course is designed for anyone working within a retail environment. The candidate must complete various retail duties and comply with relevant procedures.

Who is level three suitable for?

The level 3 qualification is suitable for people who are already competent in a significant variety of retail work activities. For example, senior sales assistants, and supervisors/team leaders.

How much work do I need to complete?

To achieve the full award, candidates must complete eight units, including two mandatory units and six optional units. Most providers suggest that candidates complete one unit per month; however, there are no time limits so the time taken can vary between candidates.

This qualification is very flexible in its structure enabling the organisation and individual to choose the optional units that best suit their work situation and job role.

Units include develop and maintain productive working relationships, audit stock levels and stock inventories, improve the customer relationship, provide specialist support in helping customers to make purchases, plan, monitor and adjust staffing levels and schedules and monitor and evaluate the quality of service provided by external suppliers.

Like all NVQs this qualification is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

How much will this cost?

75% of the NVQ costs have been absorbed by our funder's therefore Retail Operations Level 3 only costs £175!!

To be eligible for this price you must be aged 19+ and work in a Voluntary and Community organisation based in Coventry & Warwickshire. The candidate must have an element of management or administration in their job role or wish to move into this area.

How do I sign up?

Complete the expression of interest referral form on the last page and fax or post this back to Coventry & Warwickshire Learning Consortium. One of our specialist NVQ providers will then be in contact with you directly to arrange a meeting for you to find out more!

CHILDREN'S CARE, LEARNING AND DEVELOPMENT LEVEL TWO

Who is a childcare NVQ aimed at?

Those working in a supervised capacity in face-to-face roles with children and families.

Who is level two suitable for?

At Level 2, the candidate should be capable of demonstrating the ability to gain a good knowledge and understanding of a children's care, learning and development work or study, and the ability to perform varied tasks with some guidance or supervision.

This level involves building knowledge and/or skills in relation to children's care, learning and development, work and study and is appropriate for many job roles.

How much work do I need to complete?

To achieve the full award, candidates must complete seven units, including six mandatory units and one optional units. Most providers suggest that candidates complete one unit per month; however, there are no time limits so the time taken can vary between candidates.

This qualification is very flexible in its structure enabling the organisation and individual to choose the optional units that best suit their work situation and job role.

Units include interact with and respond to children, encourage children's positive behaviour, contribute to supporting children's emotional and social development, use new knowledge and skills to improve your practice, support physical play and exercise and agree and carry out your role and responsibilities within the team.

Like all NVQs this qualification is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

How much will this cost?

FREE!! This Level two NVQ is free to anybody aged 19+ who works in a Voluntary and Community organisation based in Coventry & Warwickshire. The candidate must have an element of management or administration in their job role or wish to move into this area.

How do I sign up?

Complete the expression of interest referral form on the last page and fax or post this back to Coventry & Warwickshire Learning Consortium. One of our specialist NVQ providers will then be in contact with you directly to arrange a meeting for you to find out more!

HEALTH AND SOCIAL CARE LEVEL TWO

Who is a Care NVQ aimed at?

Any person would be involved in the day-to-day care of individuals. For example, people working in a care home, a residential setting, a community centre or a day care centre.

Who is level two suitable for?

The level two is suitable for people with all levels of responsibilities.

How much work do I need to complete?

To achieve the full award, candidates must complete six units, including four mandatory units and two optional units. Most providers suggest that candidates complete one unit per month; however, there are no time limits so the time taken can vary between candidates.

This qualification is very flexible in its structure enabling the organisation and individual to choose the optional units that best suit their work situation and job role.

Units include communicate with and complete records for individuals, develop your knowledge and practice, support individuals in their daily living, support individuals with their personal care needs, observe, monitor and record the conditions of individuals and provide food and drink for individuals.

Like all NVQs this qualification is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

How much will this cost?

FREE!! Health and Social Care Level two NVQs are free to anybody aged 19+ who works in a Voluntary and Community organisation based in Coventry & Warwickshire. The candidate must have an element of management or administration in their job role or wish to move into this area.

How do I sign up?

Complete the expression of interest referral form on the last page and fax or post this back to Coventry & Warwickshire Learning Consortium. One of our specialist NVQ providers will then be in contact with you directly to arrange a meeting for you to find out more!

TEAM LEADER LEVEL TWO

Who a Team Leader Level Two NVQ aimed at?

This qualification is intended for individuals who have a responsibility for the work of others, as they lead a team. It is suitable for people who are entering management, or who have the ability and the opportunity to demonstrate recognisable management and leadership skills, for example, providing leadership for your team, encouraging innovation, allocating and checking work.

How much work do I need to complete?

To achieve the full award, you must complete a total of six units (four mandatory units and two optional units). Most providers suggest that candidates complete one unit per month; however there are no time limits so the time taken can vary between candidates.

This qualification is very flexible in its structure enabling the organisation and individual to choose the optional units that best suit their work situation and job role.

Units include manage your own resources; provide leadership for your team; develop productive working relationships with colleagues; allocate and check work in your team; resolve customer service problems and ensure your own action reduce risks to health and safety.

Like all NVQs, this qualification is competence-based. This means it is linked to the candidate's ability to competently perform a range of tasks connected with their work. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

How much will this cost?

FREE!! Team Leader Level two NVQs are free to anybody aged 19+ who works in a Voluntary and Community organisation based in Coventry & Warwickshire. The candidate must have an element of management or administration in their job role or wish to move into this area.

How do I sign up?

Complete the attached expression of interest referral form and fax or post this back to Coventry & Warwickshire Learning Consortium. One of our specialist NVQ providers will then be in contact with you directly to arrange a meeting for you to find out more!

MANAGEMENT LEVEL THREE

Who a Management NVQ aimed at?

Management NVQs are aimed at people in management roles across all occupations and sectors of employment.

Who is level three suitable for?

The Management level 3 qualification is broadly aimed at those who are responsible for the control of activities and work output of a team.

They have the ability and the opportunity to demonstrate recognisable management and leadership skills, for example, providing leadership, planning and implementing change, managing a budget, managing a project.

How much work do I need to complete?

To achieve the full award, candidates must complete seven units, including four mandatory units and three optional units. Candidates choose the optional units that best suit their work situation and job role.

Most providers suggest that candidates complete one unit per month; however, there are no time limits so the time taken can vary between candidates.

Units include provide leadership in your area of responsibility, manage a budget, allocate and monitor the progress and quality of work in your area of responsibility, plan change and provide leadership in your area of responsibility.

Like all NVQs this qualification is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

How much will this cost?

75% of the NVQ costs have been absorbed by our funder's therefore management Level 3 only costs £250!!

To be eligible for this price you must be aged 19+ and work in a Voluntary and Community organisation based in Coventry & Warwickshire. The candidate must have an element of management or administration in their job role or wish to move into this area.

How do I sign up?

Complete the expression of interest referral form on the last page and fax or post this back to Coventry & Warwickshire Learning Consortium. One of our specialist NVQ providers will then be in contact with you directly to arrange a meeting for you to find out more!

MANAGEMENT LEVEL FOUR

Who a Management NVQ aimed at?

Management NVQs are aimed at people in management roles across all occupations and sectors of employment.

Who is level four suitable for?

The Management level 4 qualification is aimed at individuals with more personal responsibility and autonomy in their management role than at level 3.

They must have the ability and the opportunity to demonstrate recognisable management and leadership skills, for example managing business processes, developing and implementing operational plans, leading, planning and implementing change, managing finance, providing learning opportunities.

Individuals may find that the focus of their work is more to do with managing projects, or with technical matters, than with people.

How much work do I need to complete?

To achieve the full award candidates must complete eight units, including five mandatory units and three optional units. Candidates choose the optional units that best suit their work situation and job role.

Most providers suggest that candidates complete one unit per month; however, there are no time limits so the time taken can vary between candidates.

Units include carry out quality audits, facilitate meetings, manage the use of physical resources, respond to poor performance in your team and manage the performance of teams and individuals.

Like all NVQs this qualification is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

How much will this cost?

75% of the NVQ costs have been absorbed by our funder's therefore management Level 4 only costs £300!!

To be eligible for this price you must be aged 19+ and work in a Voluntary and Community organisation based in Coventry & Warwickshire. The candidate must have an element of management or administration in their job role or wish to move into this area.

How do I sign up?

Complete the expression of interest referral form on the last page and fax or post this back to Coventry & Warwickshire Learning Consortium. One of our specialist NVQ providers will then be in contact with you directly to arrange a meeting for you to find out more!

ADVICE AND GUIDANCE LEVEL THREE

Who is the NVQ aimed at?

This qualification is aimed at those candidates who are involved with their clients on a regular basis, delivering **information, advice and guidance**. You will also need to have good knowledge and understanding of your organisation and the service it provides.

You will be expected to implement a course of action that will enable your clients to meet their personal aspirations. Each course of action must be clearly documented, as this will provide evidence towards some of your Advice & Guidance units.

To achieve this award you will have to complete 8 units in total.

4 mandatory units plus 4 optional units.

How much work is involved?

NVQs require candidates to prove they are competent within their work role. There are set guidelines, processes and procedures involved that have been outlined by the awarding body. These must be followed correctly in order for the candidate to achieve their full qualification in Advice & Guidance.

During the programme varied assessment methods are used to confirm that you are competent with your work role. You will be required to complete the relevant amount of units for each level in order to achieve your full qualification. E.g.; **Level 3, - 8 units**

There is a fair amount work involved in completing each unit. Your course tutor will advise you on the evidence requirement for each unit during group and /or individual tutorial sessions. Guidance support documents will be available throughout each stage of work

The Assessment process

A range of assessment methods will be used to establish your competence, these include; assignments, case studies, writing reflective journals, collecting witness testimonies, observations and professional discussions

Costs

£550. Approximately 65% of this NVQ is subsidised through our funders and therefore all learners must who work in a Voluntary and Community organisation based in Coventry & Warwickshire and have an element of management or administration in their job role or wish to move into this area.

All candidates will be asked to complete a skills audit during an induction session if they have not already done so.

How do I sign up?

Complete the expression of interest referral form found on the last page and fax or post this back to Coventry & Warwickshire Learning Consortium. A member of the CWLC team will then be in contact with you to discuss the NVQ and explain the enrolment process.

ADVICE AND GUIDANCE LEVEL FOUR

Who is the NVQ aimed at?

This qualification is aimed at those candidates who have a substantial degree of autonomy within their work role. As well as having good knowledge and understanding of the dynamics of your organisation and the service it provides you will also need to have active involvement with clients on a regular basis, delivering **information, advice and guidance**.

You will be expected to implement a course of action that will enable your client to meet their personal aspirations. Each course of action must be clearly documented, as this will provide evidence towards some of the advice & guidance units.

Your work role should also cover a range of complex activities including networking, perhaps liaising with other services and organisations, implementing projects, providing support and guidance to other practitioners and other management responsibilities.

To achieve this award you will have to complete 10 units in total **4 mandatory units plus 6 optional units**.

How much work is involved?

NVQ's require candidates to prove they are competent within their work role. There are set guidelines, processes and procedures involved that have been outlined by the awarding body. These must be followed correctly in order for the candidate to achieve their full qualification in Advice & Guidance.

During the programme varied assessment methods are used to confirm that you are competent with your work role. You will be required to complete the relevant amount of units for each level in order to achieve your full qualification. E.g.; **Level 4, - 10 units** There is a fair amount work involved in completing each unit. Your course tutor will advise you on the evidence requirement for each unit during group and /or individual tutorial sessions. Guidance support documents will be available throughout each stage of work

The Assessment process

A range of assessment methods will be used to establish your competence, these include; assignments, case studies, writing reflective journals, collecting witness testimonies, observations and professional discussions

Costs

£600. Approximately 65% of this NVQ is subsidised through our funders and therefore all learners must who work in a Voluntary and Community organisation based in Coventry & Warwickshire and have an element of management or administration in their job role or wish to move into this area.

All candidates will be asked to complete a skills audit during an induction session if they have not already done so.

How do I sign up?

Complete the EOI referral form found on the last page and fax or post this back to Coventry & Warwickshire Learning Consortium. A member of the CWLC team will then be in contact with you to discuss the NVQ and explain the enrolment process.

THE NEXT STEP...

Would you like to know more about one of these NVQs?

If the answer is yes, please get in touch with us in one of the following ways



By Phone 024 7658 2422



By email to info@cwlearningconsortium.org.uk

Or by completing our NVQ Expression of Interest Referral Form and then either



Fax it to 024 7666 1484

Or



Post it to Coventry & Warwickshire Learning Consortium,
Saturn Facilities
101 Lockhurst Lane
Coventry
CV6 5SF



NVQ Expression of Interest Referral Form

FAX DETAILS (OFFICE USE ONLY)	
Provider:	FAO:
Date sent:	
Fax Number:	Number of pages:

LEARNER DETAILS	
Title: Mr/Mrs/Miss/Ms (delete as appropriate)	
First Name:	Surname:
Job Title:	
Email:	
Works: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Best time to contact:
Do you consider yourself to have a disability? Yes <input type="checkbox"/> (please give brief details) No <input type="checkbox"/>	

ORGANISATION DETAILS	
Name:	
Address:	
	Postcode:
Telephone:	Fax:

ELIGIBILITY CHECK (PLEASE TICK TO CONFIRM)	
Works in a Voluntary & Community Organisation based in Coventry & Warwickshire	<input type="checkbox"/>
Employed or moving into a Management and Administration Role	<input type="checkbox"/>
Aged 19 and over	<input type="checkbox"/>

NVQ INTERESTED IN:

NVQ PROVIDER INFORMATION.	
Date of Initial Meeting:	Sign up date:
Notes:	
Date information sent back to Learning Consortium:	

Coventry & Warwickshire Learning Consortium
 Saturn Facilities, 101 Lockhurst Lane, Coventry, CV6 5SF
 Tel: 024 7658 2422 Fax: 024 7666 1484

