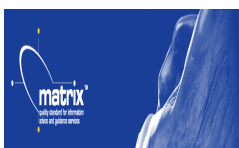




**CKW**  
*Training  
Consultant  
S  
Limited*

**\* Health & Social Care \***

**\* Adults-Children-Young People \***





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We can provide the following additional training. Please contact us for details

Technical Certificate at Level 2 (3245-02)

Basic Literacy Skills for Adults

Basic Numeracy Skills for Adults

Key Skills NVQ Level 1 (3638-01)

Key Skills NVQ Level 2 (3638-02)

Key Skills NVQ Level 3 (3638-03)

Have you identified a company or individual training need not listed in this brochure? Please contact us and we will be happy to discuss your training requirements and facilitate accordingly.

## ***Directions to CKW Training Centre***

- ❖ From the M25, take the A2 (J2) towards Dover/Canterbury
- ❖ After approx. 7 miles the A2 joins the M2. At this junction take the exit (J1) and head towards Grain - A228
- ❖ Continue along this road (dual carriageway) following signs for Medway City Estate
- ❖ At the 1<sup>st</sup> roundabout take the 2<sup>nd</sup> exit
- ❖ At the 2<sup>nd</sup> roundabout take the 1<sup>st</sup> exit
- ❖ At the 3<sup>rd</sup> roundabout take the 2<sup>nd</sup> exit onto Medway City Estate
- ❖ Follow the road along and take the 2<sup>nd</sup> exit at the next roundabout, into Sir Thomas Longley Road.
- ❖ Continue along this road until you reach a very sharp left bend, as you round the bend Beaufort Court is on the right, through iron gates. Bear left within the court and Exeter House will be ahead of you (a two-storey building). Please come to reception. Visitors' car parking is on the right as you enter Beaufort Court.

# CKW Training Consultants Limited

## Mission Statement

*“We aim to be the foremost training company in Kent in our chosen subjects, as evidenced by the standard of care and counselling we offer our students, the consistent quality of the training offered by the entire team and the attainment of higher than national average results in all our subjects”*

## Quality Policy

It shall be the absolute policy of CKW Training Consultants Limited to provide services, which fully, and consistently, meet the requirements of our customers, in line with the company ethos of “equality for all”, “confidentiality at all times” and “acting in a professional manner at all times”.

The policy shall be achieved by maintaining quality awareness across the Company and a specific requirement for each person to be responsible for the quality and integrity of their own output. Everyone shall carry out his or her work at all times to the required standard of workmanship in order to prevent non-conformity.

Our driving ambition is to get it right, first time and every time.

We recognise the demanding requirements of our customers and hence it shall be our objective to comply with their needs at all times.

Our Quality Policy shall be developed and operated through the Quality Management System under the direct control of the Managing Director and Quality Assurance Manager.

**The operational requirements of this system shall be mandatory and no deviations or alterations to the requirements shall be permitted.**

## Diversity Statement

CKW Training Consultants Ltd (CKW) embraces diversity as an integral part of being a caring community of lifelong learners. We are committed to building and maintaining a diverse, accessible, civil and supportive learning environment. CKW provides an environment and curriculum which affirm pluralism of beliefs and opinions, including diversity of religion, gender, ethnicity, race, sexual orientation, disability, age and socioeconomic class.

CKW will implement and adhere to policies and procedures which discourage harassment and other behaviours that infringe upon the freedom and respect that every individual deserves.

# *CKW Training Consultants Limited*

## **Standards and Quality Assurance**

- Approved by City & Guilds, ILM, NEBOSH, IOSH & EDI •
- Awarded Investors in People (IIP) •
- ISO 9001 Quality Assurance Approved •
- I.A.G. Accredited •
- Policies in place and available for inspection: •
  - Equal Opportunities
  - Health & Safety
  - Anti-discrimination
  - 3-way Partnership Agreements
  - IV Strategy
  - Assessor Strategy
- ALI/Ofsted Inspected •
- Professional Standards Maintained •

# *CKW Training Consultants Limited*

## **Important information**

- NVQ costs are negotiable and are dependant on the learning route taken:
  - E Learning
  - One:one tutoring and assessing
  - Group attendance at NVQ workshops
- All one day courses are subject to a minimum number of candidates to ensure course viability
- Tutor travel costs based on Microsoft Autoroute @ .45p per mile are applicable to all training carried out at your workplace
- Delivery nationwide
- Courses can be adjusted to include documentation specific to your organisation
- Long term contractual commitment to training will benefit from substantial savings in costs to employers
- Training facilities available for hire
- Training facilities comply with the Disability Discrimination Act
- All learners' training needs met in a friendly and confidential manner to ensure equal opportunities for all
- CKW Training Consultants Limited promote anti-discriminatory practice
- CKW Training Consultants Limited is an equal opportunities employer
- CKW Training Consultants Limited embraces Diversity

## Train to Gain Funding

CKW is a recognised training provider working with and for the Learning and Skills Council South East to help achieve the Governments targets of qualifications for the workforce throughout the UK. Train to Gain funding is a business improvement tool, provided by the Government, to assist businesses of all sizes to upskill their staff and in turn improve business performance.

As well as helping you access other sources of funding, the Train to Gain service can also provide some funding itself. This includes:

- Free training to help your employees gain their first, full Level 2 Qualification
- A wide range of training for low-skilled employees
- The possibility of a contribution to wage costs for companies with less than 50 employees – to cover the cost of time spent in training.

## Train to Gain Level 3 Trials

The LSC have now introduced a level 3/4 funding route for employers. The LSC will help towards the cost of:

Level 4 Qualifications

- Employees wishing to progress from a level 2 straight to a level 4 qualification

Level 3 Qualifications

- Employees wanting to achieve a second or subsequent level 3 qualification

The contribution from the employer for level 3 or 4 qualifications, providing the employees meet the specific criteria, is nominal. Should you wish to take advantage of this funding, or require any further information, please call Sue or Cathy on 01634 724242.

## Skills for Life

CKW has a policy of embedding Skills for Life into all our programmes, to encourage adult learning and to enhance the achievements of all learners. All learners undergo a basic skills assessment. The results of these assessments are fed back to the employer, in confidence. Under Train to Gain, all Skills for Life training and certification costs are funded. Skills for Life training is offered to the employer for the employees where the need is identified at a nominal cost.

**Our  
future.  
It's in  
our hands.**

# **CKW Training Consultants Limited**

## **Learning Disabilities Award framework**

These certificates offer comprehensive coverage of the knowledge, skills and core values needed by workers to deliver effective and safe person centred services. They provide a specialist and applied knowledge base which will enable learners to approach their work and further development with increased confidence.

They are aimed at full or part time staff and volunteers who may not have other qualifications. They might be working in one of the many services including residential, day services, advocacy, housing, employment, domiciliary or community support. They may be supporting people with a wide range of dependency needs.

The certificates are vocationally related qualifications that have been designed to complement and enhance the NVQ structure.

The qualifications are unit based which provides flexibility as well as making them manageable in terms of the time commitment. Undertaken on a unit basis they can support the learning and development of workers gradually and systematically.

### **Key Points:**

- Built on a nationally developed and agreed framework for training
- Available as units or full certificates to support learning and development
- Help meet the new regulations for induction and further training
- Can be used to demonstrate continuing professional development
- Can be used as a progression route to and from NVQs

There are two qualifications available, one at level 2 and one at level 3. There are a large variety of areas to select from which are all based specifically around the learning disability specialism. This provides the learner with a range of pathways across the full spectrum of services.

### **Working with People who have Learning Disabilities Level 2 Certificate**

Duration: Approx. 6 months

Certification: City & Guilds

- Payment terms available for individuals
- Corporate rates negotiated
- Delivery at our own training suites or at your workplace

### **Working with People who have Learning Disabilities Level 3 Certificate**

Duration: Approx. 9 months

Certification: City & Guilds

- Payment terms available for individuals
- Corporate rates negotiated
- Delivery at our own training suites or at your workplace



# **CKW Training Consultants Limited**

## **Health and Social Care NVQ Level 2 (3172-21)**

This qualification is designed for those who support and assist individuals with their physical or emotional care, daily living needs or maintaining their independence. It is extremely relevant for home care assistants, community support assistants, healthcare assistants, and residential or day service assistants.

You need to complete six units. There are four core units:

- Communicate with and complete records for individuals
- Support the health and safety of yourself and individuals
- Develop your knowledge and practice
- Ensure your own actions support the care, protection and well-being of individuals

You then choose the two optional units (from a choice of 28) that best match your usual work role. These units cover a wide range of subjects, including personal and physical care needs, aspects of health care needs, as well as supporting recreational activities, developmental or therapeutic activities.

If you are employed in the social care sector anywhere in the UK the four core units are mandatory. If you are employed in the health care sector you need to take two core units, two optional units and a further two units from either the core or optional groups.

Duration: Approx. 6 months

Certification: City & Guilds

- Payment terms available for individuals
- Corporate rates negotiated
- Delivery at our own training suites or at your workplace



# **CKW Training Consultants Limited**

## **Health and Social Care NVQ Level 3 (3172-31)**

The level 3 qualifications are designed for people who often work without direct supervision or on their own, perhaps in a user's own home. You may have some supervisory responsibility or you might be involved in specialist tasks with some degree of responsibility or independence. These awards are particularly relevant to senior care workers, health care workers, home care organisers and community support workers, and include units for drugs and mental health workers. The Children and Young People pathway is especially relevant to residential child care workers and foster carers as well as workers in health, youth justice and educational settings.

You need to complete eight units. There are four core units:

- Promote effective communication for and about individuals
- Promote, monitor and maintain health, safety and security in the working environment
- Reflect on and develop your practice

The fourth core unit, depending on your chosen pathway, is either:

- Promote the well being and protection of children and young people (Children and young people)
- or**
- Promote choice, well being and the protection of all individuals (Adults)

You then need to complete four units (from a choice of 105). This extensive range of options covers a wide range of work roles across health and social care and includes units specific to mental health, drug and alcohol misuse, youth justice, working with volunteers and managing challenging behaviours.

Duration: Approx. 9 months

Certification: City & Guilds

- Payment terms available for individuals
- Corporate rates negotiated
- Delivery at our own training suites or at your workplace



# **CKW Training Consultants Limited**

## **Health and Social Care NVQ Level 4 (3172-41)**

The level 4 qualifications are designed for supervisory or management roles. They cover managerial duties in addition to the assessment planning and review of individuals' care needs. At this level you will have management or supervisory responsibility for other staff or a high level of autonomy in developing individual responses to the assessed needs of service users.

**You will be assessed in eight units.**

**There are four core units:**

- Use and develop methods and systems to communicate, record and report
- Contribute to the development and maintenance of healthy and safe practices in the working environment
- Take responsibility for the continuing professional development of self and others.
- Develop practices which promote choice, well being and the protection of all individuals (Adults)

**Then you choose four further units (from a choice of 46 units). These are split into three groups: adults, children and young people and general option group.**

Duration: Approx. 1 year  
Certification: City & Guilds

- Payment terms available for individuals
- Corporate rates negotiated
- Delivery at our own training suites or at your workplace



# CKW Training Consultants Limited

## Registered Manager Award NVQ Level 4

### Four mandatory units:

- 401 Develop, maintain and evaluate systems and structures to promote the rights, responsibilities and diversity of people
- 402 Manage a service, which meets the best possible outcomes for the individual
- 403 Manage the use of financial resources
- 404 Manage the performance of teams and individuals

### Six Optional Units

#### **Manage Activities (choose 1)**

- 405 Manage activities to meet requirements
- 406 Contribute to improvements at work
- 407 Develop programmes, projects and plans
- 408 Contribute to the provision of effective physical, social and emotional environments for group care
- 409 Ensure individuals and groups are supported appropriately when experiencing significant life events
- 410 Promote the interests of client groups in the community

#### **Manage People and other Resources (choose 1)**

- 411 Take responsibility for your business performance and the continuing development of self and others
- 412 Develop teams and individuals to enhance performance
- 413 Create, maintain and develop an effective working environment
- 414 Select personnel for activities
- 415 Develop and sustain arrangement for joint working between workers and agencies
- 416 Develop your plans for the business

#### **Manage Information (choose 1)**

- 417 Provide information to support decision making
- 418 Facilitate meetings

#### **Manage Quality (choose 1)**

- 419 Manage continuous quality improvement
- 420 Monitor compliance with quality systems

**Plus another two units from any of the remaining units listed above**

Duration: Approx. 1 year  
Certification: City & Guilds

- Payment terms available for individuals
- Corporate rates negotiated
- Delivery at our own training suites or at your workplace



# CKW Training Consultants Limited

## Children Care Learning & Development NVQ Level 2 (3151-21)

### Eight mandatory units:

- 201 Support children's physical development needs
- 202 Support children's social and emotional development
- 203 Implement planned activities for sensory and intellectual development
- 204 Implement planned activities for the development of language and communication skills
- 205 Maintain and attractive, stimulating and reassuring environment for the children
- 206 Maintain the safety and security of children
- 207 Contribute to the achievement of organisational requirements
- 208 Relate to parents

### Plus 2 optional units from a choice of 5:

- 209 Feed babies
- 210 Provide for babies physical development needs
- 211 Monitor, store and prepare materials and equipment
- 212 Work with parents in a group
- 213 Contribute **to the effectiveness of work teams**

Duration: Approx. 6 months

Certification: City & Guilds

- Payment terms available for individuals
- Corporate rates negotiated
- Delivery at our own training suites or at your workplace

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## Children Care Learning & Development NVQ Level 3 (3151-31)

### Eleven mandatory units:

- 301 Provide for children's physical needs
- 302 Promote the physical development of children
- 303 Promote children's social and emotional development
- 304 Provide a framework for the management of behaviour
- 305 Promote children's social and emotional development
- 306 Promote children's language and communication development
- 307 Contribute to the protection of children from abuse
- 308 Observe and assess the development and behaviour of children
- 309 Plan, implement and evaluate learning activities and experiences
- 310 Establish and maintain relationships with parents
- 311 Plan and equip environments for children

### Plus 3 optional units from a choice of 14:

- 312 Care for and promote the care and development of babies
- 313 Promote the care and education of children with special needs
- 314 Develop structured programmes for children with special needs
- 315 Work with other professionals
- 316 Plan, implement and evaluate routines for children
- 317 Inform and implement management committee policies and procedures
- 318 Support parents in developing their parenting skills
- 319 Visit and support a family in their own home
- 320 Manage admissions, finance and operating systems in care and education settings
- 321 Involve parents in group activities
- 322 Establish and maintain a childcare and education service
- 323 Support the development of children's literacy skills
- 324 Support the development of children's mathematical skills
- 325 Manage yourself
- 325 Create effective working relationships

Duration: Approx. 9 months

Certification: City & Guilds

- Payment terms available for individuals
- Corporate rates negotiated
- Delivery at our own training suites or at your workplace

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**Children Care Learning & Development NVQ Level 4 (3151-41)**



## **(Management in the context of Early Years)**

### **Three mandatory units:**

- 401 Access, review and update your own knowledge of significant and emerging theory and practice – reflective study
- 402 Develop your own resources
- 403 Provide information to support decision making

### **Plus 4 optional units from a choice of 10:**

- 404 Carry out management responsibilities in child health, safety and protection
- 405 Manage the curriculum
- 406 Manage the observation and assessment of children's development and behaviour
- 407 Manage relationships with parents
- 408 Manage activities to meet requirements
- 409 Contribute to improvements at work
- 410 Manage the use of physical resources
- 411 Manage the performance of teams and individuals
- 412 Assist the organisation to develop and implement policies
- 413 Promote services

**\* Plus a further 4 optional units from a choice of 77 (including options above) \***

Duration: Approx. 1 year  
Certification: City & Guilds

- Payment terms available for individuals
- Corporate rates negotiated
- Delivery at our own training suites or at your workplace



# CKW Training Consultants Limited

## Price List

### NVQs (All titles in this brochures)

Level 4	£2100
Level 3	£1800
Level 2	£1500

### Certificates (In this brochure)

Level 2	£1200
Level 3	£1400

### Awards (In this brochure)

Level 3	£1500
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Assessor or Verifier Awards	£750
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PTLLS - 60 hours total	£250
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Key Skills (1-3)	£546
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Train the Trainer (3 days)	£2820 per Group
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### Learning & Development Master

Professional Practitioner Level 7	£3000
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- Tutor/Assessor travel costs apply where training and assessments are delivered at the employers premises
- We are able to access Train to Gain funding for all NVQ levels, subject to LSC criteria. Please enquire.
- Organisations wishing to use our services will receive a whole contract cost which will be more cost effective. Please enquire.
- Interest free payment terms available.

