



**CKW**  
*Training  
Consultants  
Limited*

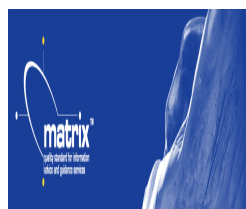
## **TRAINING, DEVELOPMENT & CONSULTANCY**

**\* Teaching \***

**Learning \* Development**



**INVESTOR IN PEOPLE**



## 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.

## Contents;

Directions to CKW Training Centre .....	2
Mission Statement .....	4
Quality Policy .....	4
Diversity Statement.....	4
Standards and Quality Assurance.....	5
Important information .....	6
Train to Gain Funding .....	7
Train to Gain Level 3 Trials .....	7
Skills for Life .....	7
Assess candidates using a range of methods.....	8
(Assessor Award A1) .....	8
Assess candidates' performance through observation.....	8
(Assessor Award A2) .....	8
Conduct internal quality assurance of the assessment process .....	8
(V1 Verifier Award).....	8
Learning and Development NVQ Level 3 (7318-01) .....	9
Learning and Development NVQ Level 4 (7318-03) .....	10
Master Professional Diploma in Strategy and Development Level 7 (4445-05) .....	11
NVQ Level 2 Supporting Teaching & Learning in Schools (7329-02) .....	12
NVQ Level 3 Supporting Teaching & Learning in Schools (7329-03) .....	14
National Vocational Qualifications - Key points.....	16
Teaching, Learning & Development Course Fees .....	17

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.

# **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 trial 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***

## **Assess candidates using a range of methods (Assessor Award A1)**

Duration: Approx. 3 months  
Certification: City & Guilds

## **Assess candidates' performance through observation (Assessor Award A2)**

Duration: Approx. 3 months  
Certification: City & Guilds

## **Conduct internal quality assurance of the assessment process (V1 Verifier Award)**

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***

## **Learning and Development NVQ Level 3 (7318-01)**

### **Seven Mandatory Units**

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

### **Plus two optional units from:**

- 010 Enable learning through presentation
- 011 Enable learning through demonstration and instruction
- 012 Enable individual learning through coaching
- 013 Enable group learning

### **Plus two optional units from:**

- 004 Design learning programmes
- 007 Prepare and develop resources to support learning
- 014 Support learners by mentoring in the workplace
- 015 Support and advise individual learners
- 020 Support competence achieved in the workplace
- 023 Support how basic skills are delivered in the workplace
- 024 Support people learning basic skills in the workplace
- 025 Assess candidates using a range of methods (Assessor Award A1)
- 026 Assess candidates' performance through observation (Assessor Award A2)

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***

## **Learning and Development NVQ Level 4 (7318-03)**

### **Seven mandatory units:**

- 004 Design learning programmes
- 005 Agree learning programmes with learners
- 008 Manage the contribution of other people to the learning process
- 009 Create a climate that promotes learning
- 017 Evaluate and improve learning and development programmes
- 032 Contribute to learning within the organisation
- 033 Evaluate and develop own practice

### **Plus one of:**

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

### **Plus four of:**

- 007 Prepare and develop resources to support learning
- 013 Enable group learning
- 014 Support learners by mentoring in the workplace
- 015 Support and advise individual learners
- 016 Monitor and review progress with learners
- 018 Respond to changes in learning and development
- 019 Provide learning and development in international settings
- 021 Plan how to provide basic skills in the workplace
- 022 Introduce training for basic skills in the workplace
- 025 Assess candidates using a range of methods
- 026 Assess candidates' performance through observation
- 027 Conduct internal quality assurance of the assessment process (V1 Verifier Award)

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***

## **Master Professional Diploma in Strategy and Development Level 7 (4445-05)**

### **Five mandatory modules**

- 020 Developing the reflective practitioner
- 021 The strategic environment of the occupational sector
- 025 Principles and practice in research
- 026 Quality management and innovation
- 034 The principles and practice of learning and assessment

### **Three further modules from a choice of 12**

- 022 Managing a human resource and training and development strategy
- 023 Developing a corporate marketing strategy
- 024 Project management
- 027 Interpersonal communication and negotiation skills
- 028 Financial management and budgetary control
- 029 Strategic leadership
- 030 Internationalisation and globalisation
- 031 Scientific research and development
- 032 The organisation, the environment and sustainable development
- 033 Managing a corporate business strategy
- 035 Inclusiveness in learning
- 036 The effective use of information and communication technology for learning and development

### **Plus one of:**

- Pass (level 7) or
- Merit (level7) or
- Distinction (level 7)

Duration: Approx 18 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***

## **NVQ Level 2 Supporting Teaching & Learning in Schools (7329-02)**

The STL NVQs are for those supporting teaching and learning in any type of school; primary (including foundation stage); secondary; special; pupil referral units. They have been developed to reflect changes in support staff roles following implementation of workforce reform. They cover the role of teaching assistants but have been broadened in scope to include new roles and responsibilities such as:

- Cover supervision
- Pastoral support
- bilingual support
- subject support
- special educational needs and additional support.

Learners must be able to evidence, through their employment/placement, the performance criteria for each unit undertaken, using the types of evidence stated in the STL assessment strategy.

Learners entering the school workforce, including those on temporary contracts, volunteers and work placements, are legally required to undergo identity and criminal record checks. Those who have lived outside the United Kingdom may be subject to additional checks, Providers should liaise with the school to ensure the necessary checks have been made

Due regard must be paid to the legal requirements of the individual nations.

Centres and learners should be aware that photographs, images and audiovisual record of children are not permitted.

### **Progression**

The qualification promotes development within the learners current role. Learners may take on roles within schools with higher responsibilities after completing the qualification. Learners may go on to do the City & Guilds 7303 Level 3 Level 4 Award in Preparing to Teach in the Lifelong Sector (PTLLS).

There is also an opportunity for learners to move or explore into other areas as this qualification contains imported units from various sectors. It has links to City & Guilds NVQs in; Health and Social Care; Children's Care, Learning and Development; Playwork; Youth Work and ILM NVQs in Management. Learners may progress into these fields if they wish to.

The qualification also provides Continuous Professional Development (CPD) opportunities and the opportunity to gain knowledge and skills in various roles within the school setting.

## **Qualification Structure**

To achieve the Level 2 NVQ in supporting Teaching and Learning in Schools learners must complete a total of five mandatory units plus two optional units.

- 001 Provide support for learning activities
- 002 Support children's development
- 003 Help to keep children safe
- 004 Contribute to positive relationships
- 005 Provide effective support for your colleagues

### **Optional units:**

- 006 Support literacy and numeracy activities
- 007 Support the use of information and communication technology for teaching and learning
- 008 Use information and communication to technology to support pupils' learning
- 009 Observe and report on pupil performance
- 010 Support children's play and learning
- 011 Contribute to supporting bilingual/multilingual pupils
- 012 Support a child with disabilities or special educational needs
- 013 Contribute to moving and handling individuals
- 014 Support individuals during therapy sessions
- 015 Support children and young people's play
- 016 Provide displays
- 017 Invigilate tests and examinations

Duration: Approx. 6 months

Certification: City & Guilds

# ***CKW Training Consultants Limited***

## **NVQ Level 3 Supporting Teaching & Learning in Schools (7329-03)**

The STL NVQs are for those supporting teaching and learning in any type of school; primary (including foundation stage); secondary; special; pupil referral units. They have been developed to reflect changes in support staff roles following implementation of workforce reform. They cover the role of teaching assistants but have been broadened in scope to include new roles and responsibilities such as:

- Cover supervision
- Pastoral support
- Bilingual support
- Subject support
- Special educational needs and additional support.

Candidates must be able to evidence, through their employment/placement, the performance criteria for each unit undertaken, using the types of evidence stated in the STL assessment strategy.

### **Qualification structure**

To achieve the Level 3 NVQ in Supporting Teaching and Learning in Schools candidates must complete all 6 mandatory units, plus 4 units from Group A-E (total 10 units). No more than 2 units may be taken from Group E (B5 and B6 leadership units may not be both taken).

### **Mandatory units**

- Help to keep children safe
- Support pupils' learning activities
- Promote positive behaviour
- Develop and promote positive relationships
- Support the development and effectiveness of work teams
- Reflect on and develop practice

### **Group A (optional units) Supporting pupils' learning**

- Use information and communication technology to support pupils' learning
- Plan, deliver and evaluate teaching and learning activities under the direction of a teacher
- Contribute to the planning and evaluation of teaching and learning activities
- Support literacy development
- Support numeracy development
- Support implementation of the early years curriculum
- Support teaching and learning in a curriculum area
- Observe and promote pupil performance and development
- Contribute to assessment for learning
- Prepare and maintain the learning environment
- Promote the transfer of learning from outdoor experiences

### **Group B (optional units) Meeting additional support needs**

- Provide literacy and numeracy support to enable pupils to access the wider curriculum
- Support gifted and talented pupils
- Support bilingual/multilingual pupils
- Provide bilingual/multilingual support for teaching and learning
- Contribute to the prevention and management of challenging behaviour in children and young people
- Support children with disabilities or special educational needs and their families
- Support pupils with cognition and learning needs

- Support pupils with behaviour, emotional and social development needs
- Support pupils with sensory and/or physical needs
- Assist in the administration of medication
- Work with children and young people with additional requirements to meet their personal support needs

#### **Group C (optional units) Providing pastoral support**

- Promote children's well-being and resilience
- Work with young people to safeguard their welfare
- Enable young people to be active citizens
- Support young people in tackling problems and taking action
- Support children and young people during transitions in their lives
- Facilitate children and young people's learning and development through mentoring
- Contribute to improving attendance
- Support children and families through home visiting

#### **Group D (optional units) Supporting the wider work of the school**

- Provide displays
- Invigilate tests and examinations
- Lead an extra-curricular activity
- Plan and support self-directed play
- Contribute to maintaining pupil records
- Monitor and maintain curriculum resources
- Organise cover for absent colleagues
- Organise and supervise travel
- Escort and supervise pupils on educational visits and out-of-school activities
- Liaise with parents, carers and families
- Provide information to aid policy formation and the improvement of practices and provision

#### **Group E (optional units) Working with colleagues (no more than 2 units allowed from this group)**

- Develop and maintain working relationships with other practitioners
- Provide leadership for your team
- Provide leadership in your area of responsibility
- Allocate and check work in your team
- Lead and motivate volunteers
- Provide learning opportunities for colleagues
- Support learners by mentoring in the workplace
- Support competence achieved in the workplace

#### **Progression**

The qualification promotes development within the candidate's current role. Candidates may take on roles within schools with higher responsibilities after completing the qualification. Candidates may go on to do the City & Guilds 7303 Level 3/4 Award in Preparing to Teach in the Lifelong Sector (PTLLS). There is also an opportunity for learners to move or explore into other areas as this qualification contains imported units from various sectors. It has links to City & Guilds NVQs in; Health and Social Care; Children's Care, Learning and Development; Play work; Youth Work and ILM NVQs in Management. Candidates may progress into these fields if they wish to.

The qualification also provides Continuous Professional Development (CPD) opportunities and the opportunity to gain knowledge and skills in various roles within the school setting.

Duration: Approx. 9 month  
Certification: City & Guilds

# ***CKW Training Consultants Limited***

## **National Vocational Qualifications - Key points**

- Recognised by employers across the UK
- Designed for care workers in the full range of settings
- Prove that you have the skills and knowledge to work competently and safely with service users
- Assessment takes place in your own work place and focuses on real work with individuals
- You do not need any other qualifications to become a candidate

# CKW Training Consultants Limited

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## Teaching, Learning & Development Course Fees

	Level	Fees Per Learner £
Assessors Award A1 ( formally D Units)		750.00
Assessors Award A2		750.00
Verifiers Award V1		750.00
Train the Trainer	3 days	2820.00 per group
Learning & Development	3	1850.00
Learning & Development	4	2054.00
Learning & Development Master Professional Practitioner	7	3000.00
NVQ in Management	3	1399.00
NVQ in Management	4	2054.00
Community & Development Consultancy Services		£500 per day

- **Prices are inclusive of materials and registration / certification.**
- **For some NVQ qualifications funding may be available, please ask for details.**
- **Work based or training centre.**
- **Trainer travel costs apply.**