SKILLS BROKER MODULE: NVQS
THE USER’S GUIDE

Version 2 (June 2008)
Introducing the user’s guide

This guide has been put together to help readers get the most out of the NVQ Resource Pack. The guide should be read by regional LSC teams and brokerage organisations so that they are fully informed as to the aims, content and intended uses of the pack. It will also inform regional LSC teams and brokerage organisations of the issues and preparations that should be considered before the resource pack is distributed to Skills Brokers.

The User’s Guide can also be read by Brokers, to give them some additional context and some guidelines on how to use the resource pack effectively.

Introducing the modules

A series of training modules, in the form of resource packs and workshops, has been developed to provide Brokers with information on specific areas, including the latest policy and funding updates as of June 2008. This series of modules is intended to assist Brokers in achieving the Skills Broker Standard by linking into its particular competencies. The modules also aim to enable Brokers to confidently deliver the Train to Gain service by providing information on key areas that are deemed useful in their day-to-day brokerage role.

Feedback from Brokers has been taken into account in the initial development and subsequent revisions of the materials and activities that make up each module. This is to ensure the information in the modules is relevant to Brokers and, where possible, fills their current knowledge gaps. In addition to this, specific feedback on the module materials and activities was collected from Brokers and regional LSC staff during a pilot workshop in 2006 and during the revisions in May 2008. The feedback from this pilot region enabled improvements to be made to the final version of the module materials and activities.

This module should not stand in isolation. It should be delivered in conjunction with:

- Other training modules in this series
- Additional provision for continuing professional development activities
  (as appropriate for each Broker)
Introducing the resource pack

Aims and objectives of the resource pack
- Form part of Broker continuous professional development by providing more in-depth information and building on Brokers’ own knowledge and experience of NVQs. May act as a refresher for those who have already read version 1 of the resource pack.
- To build on the Brokers own knowledge and experience of NVQs.
- To provide key knowledge input in relation to NVQs to assist Brokers in their achievement of particular competencies within the Broker Standards.

Outcomes of the resource pack
The resource pack will enable Brokers to:
- Understand what an NVQ is and what is involved in achieving one.
- Understand the Train to Gain eligibility criteria and what funding is available.
- Be able to market the programme effectively and promote the business benefits of NVQs.
- Be able to find out which NVQs are available.
- Be able to overcome some of the myths or objections around NVQs.
- Be able to ensure that employee needs are met appropriately from discrete Train to Gain funding or other LSC funded provision.
- Be able to access information about NVQs.
Preparation

Before you distribute the resource pack to Brokers, you will need to consider the following:

The intended purpose and use of the pack
The NVQ Resource Pack has been produced for Skills Brokers as a useful and practical resource which can be used on a day-to-day basis.

The pack will be of most use to Brokers who have limited knowledge and/or experience of NVQ brokerage. However, Brokers who have knowledge and experience of NVQs should also use it to familiarise themselves with the specifics of the NVQ offer within Train to Gain and to refresh their understanding of areas such as eligibility criteria and funding as were outlined in the induction workshops.

The pack is NOT intended to:

- Act as a marketing tool for Brokers during their visits to employers
- Provide Brokers with a comprehensive guide to all aspects of NVQs
- Give a detailed guide to LSC policy around NVQs

If any of the above resources are required the local LSC team and/or Skills Broker Organization will need to develop and produce them to meet the particular needs of their Brokers.

In terms of the Skills Broker Standard, the resources will cover some of the knowledge required to achieve the following units (unit references given):

- **a2** Identify specific skill solutions in relation to business goals/challenges: understand the client’s skills needs and identify appropriate solutions
- **a3** Proactively network and search new solutions: understand what training solutions are available
- **a4** Help the client to critically assess a training provider’s offer: present a number of options to the client with comparable summaries of cost and service
- **a5** Broker deals with training providers: understand the impact of LSC funding frameworks on training provider behaviour
- **b1** Advice, learning and development solutions for clients: including development solutions such as NVQs
- **b2** The training provider infrastructure
- **b3** The framework of training and development delivery: funding packages, eligibility of employers and individuals.
Developing and inserting regional materials

In order to make the resource pack more relevant to regional brokerage teams it is recommended that regions supplement the generic materials with their own information about NVQs. It would be beneficial for Brokers to have access to resources including: a list of contracted Train to Gain providers and their NVQ provision; regional case studies; and background statistics relating to regional activity.
## LEARNING OUTCOMES

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<th>Learning Outcomes</th>
<th>Section in the Pack</th>
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<td>1. Understand what an NVQ is and what is involved in achieving one.</td>
<td>Section 2 - NVQ Factsheet</td>
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<td>2. Understand the Train to Gain eligibility criteria and what funding is available.</td>
<td>Section 4 - NVQ Funding</td>
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<td>Section 3 – Learner Eligibility Checklist</td>
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<td>3. Be able to market the programme effectively and promote the business benefits of NVQs.</td>
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<td>4. Be able to overcome some of the myths or objections around NVQs.</td>
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<td>5. Be able to find out which NVQs are available.</td>
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<td>6. Be able to ensure that employee needs are met appropriately from discrete Train to Gain funding and/or other LSC funded provision, or by non-LSC employer-funded provision.</td>
<td>Section 4 - NVQ Funding</td>
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<td>Section 5 - NVQ Q &amp; As</td>
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<td>7. Be able to access information about NVQs.</td>
<td>Section 2 - NVQ Factsheet</td>
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<td>8. Be aware of progression routes available from Level 2 including Advanced Apprenticeships.</td>
<td>See Progression Routes Handout within Apprenticeship Module</td>
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<td>9. Understand the regional and local provider network for NVQs in relation to provider, sector type, quality of provision and capacity to deliver, and any specialisms.</td>
<td>Region to develop</td>
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Overview of resource materials

Section 1: Introduction
The introduction gives an overview of the purpose and intended outcomes of the pack; who’s produced it, what’s in it and how to use it.

Section 2: NVQ Factsheet
This gives an overview of NVQs and includes general information about what an NVQ is, who is involved in the process, the benefits of doing an NVQ and the assessment process. An example of an NVQ and a breakdown of the units can be found at the end of the section. Although the materials are pitched at a mid-range level, it is particularly relevant to Brokers who have limited knowledge of NVQs, serving as an introduction.

Section 3: Learner Eligibility Checklist
This section offers a quick reference guide to who is eligible for Train to Gain funding and suggests some alternative streams of funding for those ineligible. It assumes some understanding of basic LSC terms and references.

Section 4: NVQ Funding
In order to clarify how Train to Gain funding works, a simple diagram illustrates which streams of LSC funding are channelled into NVQ provision; distinguishing between mainstream and Train to Gain monies. For a detailed explanation of funding processes Brokers should consult the Train to Gain Funding Requirements document as indicated.

Section 5: NVQ Questions & Answers
This section aims to clarify some of the major queries relating to NVQs in Train to Gain that arose in the Broker induction workshops. It covers questions concerning funding, eligibility, assessment and the “fullness” of a qualification. The information is intended for those who have some knowledge of brokering training. The section should be read in conjunction with the other documents in the resource pack and is by no means a comprehensive list of general questions about NVQs. Useful links are included to enable Brokers to consult further sources of information.

Section 6: Level 2 List
This is a list of links to reference resource for Brokers. The links lead to the accredited qualifications data base which contains records of all NVQs available. The second link leads to the Employers Guide to Training Providers which shows if provision is available in the local area. The section also contains a list of sectors in which NVQs are available.