

# Intraining

## Offer the following NVQs:

- Hospitality & Catering Levels 2 & 3
- Business Administration Levels 2 & 3
- Customer Service Levels 2 & 3
- Team Leading Level 2 – aimed at all Supervisors/Team Leaders and Managers
- Management Level 3 – aimed at Managers only
- I.T. Level 2 (aimed at I.T. helpdesk and I.T. support)

## Eligibility criteria for full funding for our new contract year 2013/2014

- Candidates must have lived in the EU for the last 3 years
- Candidates must work at least 16 hours per week
- They must NOT have achieved a level 4 qualification or above. BTECs, A-Levels and previous NVQs are fine
- **No AGE restrictions.**

## Benefits of the programme

- Candidates gain a nationally recognised qualification
- It's a Work based qualification
- Candidate's existing skills and knowledge are recognised
- Shows candidate's competency in your chosen field
- Candidate's learn at their own pace and get support when they need it
- Allows candidates to gain a more recent qualification
- Self-development

## Summary of programme

- Level 2 is equivalent to 5 x A-C GCSES
- Level 3 is equivalent to 2 x A-Levels
- Level 2 takes approximately 12 months to complete
- Level 3 takes approx. 14 months to complete
- NVQ programme consists of a site visit every 4-6 weeks, 2 hours at a time. Not much work involved for candidate outside these hours.
- The candidate will not need to be away from their job role for more than 1 hour at each visit, the assessor will spend the other hour shadowing the learner and observing them for their portfolio.

If anyone has completed prior level 2 or 3 NVQs they can still enrol on to another level 2 or 3 NVQ providing it's relevant to their job role. The Team Leading Level 2 is also available for those now have more Supervisory or Team Leading responsibilities.

**Interested? Contact: Hamad Javed Employer Engagement Consultant**

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