

Train To Gain paperwork

Within this document you will find the following documentation for Train to Gain Programmes used at Warwickshire College:

- Overview of paperwork
- Eligibility Form Level 2
- Eligibility Form Level 3
- Contact Log
- IAG Initial
- IAG Interim
- IAG Interim -Employer Review
- IAG Exit
- ITQ Skills Scan and Development plan
- ITQ Route Map
- Candidate Induction Checklist

The Train to Gain Individual Learner Record and Leaver Notification form can be downloaded separately

Please see <http://www.traintogain.gov.uk/> for further information

TRAIN 2 GAIN AUDITABLE PAPERWORK

DOCUMENT	RESPONSIBILITY OF / COMPLETED BY	ACTION AND LOCATION
Eligibility Form	BEST account Manager, Employer Engagement Manager or IAG Assessor	Original sent to Train 2 Gain department, copy stored in candidate files.
Contact Log	IAG Assessor	To complete signup visit details (including IAG and Initial Assessment) and pass to NVQ assessor via administration procedures.
	NVQ Assessor / IAG Assessor	To complete on every visit, including all assessment visits and training throughout the qualification (20 hours training in addition to assessment time). Also to include Interim and Exit IAG visits. To be kept with the assessor during the course, passed to IAG Assessor as required and stored in the candidate file on completion/withdrawal of the qualification.
Individual Advice & Guidance (IAG) Forms (Initial, Interim & Exit)	IAG Assessor	Original stored in candidate files.
Initial Assessment	IAG Assessor	Original stored in candidate files.
Individual Learner Record (ILR)	IAG Assessor	Original sent to Train 2 Gain department, copy stored in candidate files.
Individual Learning Plan (ILP)	IAG Assessor	Complete basic candidate and course details, plan future IAG review visits and complete Initial Assessment feedback section. Pass to NVQ assessor via administration procedures.
	NVQ Assessor / IAG Assessor	To complete in full and amend as appropriate throughout the course. Also to include details on review visits from IAG assessor. To be kept with the assessor during the course, passed to IAG Assessor as required and stored in the candidate file on completion/withdrawal of the qualification. This is a working document and should be updated as and when necessary
Skill Scan	NVQ Assessor	Original stored in candidate portfolio, copy stored in candidate files.
Route Map	NVQ Assessor	Original stored in candidate portfolio, copy stored in candidate files.
Induction Checklist	NVQ Assessor	Original stored in candidate portfolio, copy stored in candidate files.
Evidence of Awarding Body Registration	Course Administrator	Registration document from awarding body stored in candidate file. If original used for claiming certificate, copy to be taken.
Leaver Notification Form	Course Administrator	On completion/withdrawal original sent to Train 2 Gain department, copy stored in candidate files.
Certificate	Course Administrator	Original presented at awards ceremony or posted recorded delivery to candidate, copy stored in candidate files, copy sent to Train 2 Gain department.

SELF-DECLARATION OF ELIGIBILITY FOR LEVEL 2 ENTITLEMENT

The Train to Gain Services is designed to raise the skill levels of people who are in work but do not already hold a level 2 qualification or equivalent.

The overall aim of the programme is to help those employees **without** the equivalent of 5 GCSE's (Grades A-C) already. Therefore, to take part you must tell us about **all** of your existing qualifications. If you have or are studying any of the following qualifications or a higher level qualification, were sorry but you will not be eligible for Train to Gain funding for a further NVQ Level 2 qualification. This list is not exhaustive.

School /College Qualifications	Vocational (work related) Qualifications
5 GCSE's (grades A-C) or 'O' Levels including English and Maths.	BEC General Certificate / Diploma with Credit
	HND/HNC
5 CSE Grade 1's	Edexcel / BTEC 1 st Diploma or higher
	C & G Higher Operative or Craft
1 or more 'A' Levels	GNVQ Intermediate or higher
	NVQ Level 2,3 or 4
2 AS Levels	Access Course

Prior qualifications

Please indicate what qualifications you have completed in the past. Where you have no previous qualifications please state 'None'

Details of qualification completed or currently undertaking (for example:- Title, module names, awarding body, institution where qualification taken)	Date qualification completed (state year where exact date unknown)	Level Achieved

If required please continue on an additional sheet and attach to the Declaration.

Declaration

I confirm that all the information on this form is correct and I declare that I do not already have a full Level 2 qualification or above. I have a contract of employment and fulfil the residency regulations for the LSC in England. I understand that if I have declared false information the provider may take action against me to reclaim the tuition fees and any support costs provided.

Name

Signed (Learner) Age (Over 19?)

Signed (Learning Provider) Date of Birth

Signed (Employer) Date

Employer NameDoc Ref :

SELF-DECLARATION OF ELIGIBILITY FOR LEVEL 3 ENTITLEMENT

The Train to Gain Services is designed to raise the skill levels of people who are in work but do not already hold a level 3 qualification or equivalent.

The overall aim of the programme is to help those employees without the equivalent of an NVQ Level 3 already. Therefore, to take part you must tell us about all of your existing qualifications.

If you have or are studying any of the following qualifications or a higher level qualification, we are sorry but you will not be eligible for Train to Gain funding for a further NVQ Level 3 qualification. If you are unsure about the status and equivalency of your previous qualifications, please discuss it with your training provider. This list is not exhaustive.

NVQ Level 3

GNVQ Level 3

AVCE Double award

Level 3 aims marked as QAA- recognised Access to HE

Other qualifications at level 3 and of 595 or more guided learning hours

Prior qualifications

Please indicate what qualifications you have completed in the past. Where you have no previous qualifications please state 'None'

<i>Details of qualification completed or currently undertaking (for example:- Title, module names, awarding body, institution where qualification taken)</i>	<i>Date qualification completed (state year where exact date unknown)</i>	<i>Level Achieved</i>

If required please continue on an additional sheet and attach to the Declaration.

Declaration

I confirm that all the information on this form is correct and I declare that I do not already have a full Level 3 qualification or above. I have a contract of employment and fulfil the residency regulations for the LSC in England. I understand that if I have declared false information the provider may take action against me to reclaim the tuition fees and any support costs provided.

**Signed
(Learner)**

Date of Birth.

**Signed
(Employer)**

Date

Employer Name

Doc Ref :

**Signed
(Learning Provider)**



Funded by:



TRAIN TO GAIN Initial Advice and Guidance (IAG)

Name: DOB:

Address:

.....

..... Postcode:

Tel No:Email:

Work Contact Details:

Current Situation:	
Aim:	
What I need to do:	By When:
What others need to do:	By When:
Initial Assessment completed & action points:	
Next agreed contact (including any referrals)	

Signed: Date:
(Learner)

Signed: Date:

TRAIN TO GAIN
Information Advice and Guidance (IAG)

Mid Review

Name: DOB:

Address:
.....

..... Postcode:

Tel No: Email:

<i>Progress on Aims:</i>	
<i>Health and Safety Review</i>	
<i>Actions:</i>	
<i>What I need to do:</i>	<i>By When:</i>
<i>What others need to do:</i>	<i>By When:</i>
<i>Next agreed contact (including any referrals):</i>	

Signed: Date:
(Learner)

Signed: Date:
(College staff member)

TRAIN TO GAIN
Information Advice and Guidance (IAG)

Mid Review – Employer Feedback

Company Name

Candidate Name

Employer Name & Position

Contact Details

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Do you feel that the course is meeting the employer and employee needs?

Is the course having impact on the employees work?

Are there elements that you still feel your employee would benefit from?

Any other comments / feedback:

Signed: Date:
(Employer)

Signed: Date:
(College staff member)



Information Advice and Guidance (IAG)
End of Course Review and Progression

Name: DOB:

Address:

.....

..... Postcode:

Tel No: Email:

<i>Achievements:</i>	
<i>Long term goal:</i>	
<i>What I need to do:</i>	<i>By When:</i>
<i>What others need to do:</i>	<i>By When:</i>
<i>Next agreed contact (including any referrals):</i>	

Signed: Date:
(Learner)

Signed: Date:
(College staff member)

ITQ Skill Scan

The following grid contains a list of all of the units for your NVO. You should place a tick in the 'C' box if you cover this competently in your current job role or the 'D' box if you feel that you have a development, training or knowledge & understanding need. The final 'O' box should be used to highlight those areas where there is no workplace opportunity to demonstrate the appropriate skills.

Ask your Manager/Supervisor to do the same. On completion of the grid if any development, training or knowledge & understanding need have been highlighted, please complete the attached Development Plan.

	Candidate		Manager/Supervisor		O
	C	D	C	D	
A	Make Selective Use of IT (Mandatory)				
B	Operate A Computer				
C	IT Maintenance for Users				
D	IT Trouble-Shooting for Users				
E	IT Security for Users				
F	Artwork and Imaging Software				
G	Internet and Intranets				
H	E-mail				
I	Word Processing Software				
J	Spreadsheet Software				
K	Database Software				
L	Website Software				
M	Presentation Software				
N	Specialist or Bespoke Software				
O	Evaluate the Impact of IT				
P	Use IT Systems				
Q	Use IT to Exchange Information				
R	Sector Specific Unit				

C = Competent

D = Development/Training Need

O = Lack of Opportunity

Signed Candidate.....Date.....

Signed Manager.....Date.....

Signed Assessor.....Date.....



Development Plan Record

Name:..... **Date:**.....

This Development Plan Record should be completed as development; training or Knowledge & understanding needs have been identified on the NVQ Skills Scan

Discuss with your Assessor and manager the appropriate development, training or Knowledge & understanding methods that are available for you.

Unit With Development Need	Development, Training or Knowledge & Understanding Methods Available	Target Date

Signed Candidate.....Date.....

Signed Manager.....Date.....

Signed Assessor.....Date.....

Proposed plan of Achievement

CANDIDATE NAME _____

UNIT/AREA OF COMPETENCE TITLE	Ref	Level	Points	APC	Date signed off
MANDATORY UNITS					
Make selective use of IT	A				
OPTIONAL UNITS					
Operate a computer	B				
IT maintenance for users	C				
IT trouble-shooting for users	D				
IT security for users	E				
Artwork and imaging software	F				
Internet and intranets	G				
E-mail	H				
Word processing software	I				
Spreadsheet software	J				
Database software	K				
Website software	L				
Presentation software	M				
Specialist or bespoke software	N				
Evaluate the impact of IT	O				
Use IT systems	P				
Use IT to exchange information	Q				
Sector Specific Unit	R				

ANY MAPPED QUALIFICATIONS

COMMENTS& NOTES FOR ASSESSOR

NVQ Induction Checklist

Candidate Name.....**Assessor Name**.....

Location of Induction.....**Date of Induction**.....

Please confirm the following details have been explained and conducted at the start of the NVQ Programme.

Details:-	✓
The NVQ Process & Documentation	
Rights and Responsibilities of Candidate, Assessor, Internal Verifier and External Verifier	
The Equal Opportunities Policy, Access to Assessment and Health & Safety Guidelines	
The NVQ Ten Week Rule & Single Unit Accreditation	
Candidate's NVQ Appeals Procedure discussed and completed	
Accredited Prior Achievement/Learning (APA/L):- (Certificates and Evidence Required)	
Identified Language Difficulties, Special Assessment Requirements, Training & Learning needs	
Initial Assessment Test conducted (If applicable)	
NVQ Skills Scan Form	

Please indicate which evidence and assessment methods the candidate will need to carry out for this NVQ.

Observation		Product Evidence		Oral Questions		Written Questions		Case History	
Questioning of witness		Questioning of manager		Photographs/ Video		Professional Discussion		Realistic working environment/ Simulations	
APA/APL		Personal Statements		Witness Testimony		Projects		Assignments	

The following training needs and/or any special assessment requirements have been identified and will met by:

(The Candidate above attended and participated in the induction session as part of the initial assessment process.)

Candidate Signature.....

Assessor Signature.....

Date.....

White Copy to Candidate, Yellow Copy to NVQ Centre