



CBT Ltd.

Candidate Induction News

Competence Based Training Ltd., 2018-19

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Candidates receive a warm welcome

Thank you for choosing Competence Based Training Ltd. - we hope that the partnership will be successful and mutually rewarding.

CBT is an innovative and flexible training provider, specialising in SVQs, PDAs and tailor-made courses designed to suit your company's needs. Our head office is based in the Central Belt and we have been operating across Scotland for over 20 years.

TEAM

Our team is made up of qualified and highly motivated Assessors, Verifiers and Training Consultants, who can deliver short courses, or give one-to-one training according to demand. We offer an exceedingly

high level of support to all our candidates and companies.

GREAT ASSET

We believe that employees are a company's greatest asset, and with relevant training, can help the organisation perform at its best.

EQUALITY & DIVERSITY?

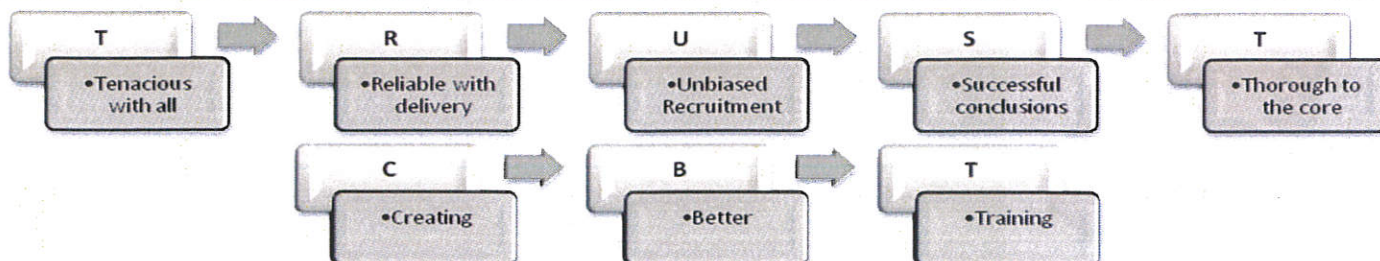
- Fairness
- Justness
- Even handedness

= the wellbeing of all within and outwith the organisation, regardless of age, disability, race, gender reassignment, religion & beliefs, sexual orientation and sex.

Diversity in the workforce can bring creativity and innovation. All employees should be treated equally and in a

non-discriminatory fashion. SVQs are designed for any age. They are unbiased, and candidates will not be pre-judged. CBT staff are trained to utilise a variety of methods to assist you with your qualification. Your employer will provide you with mentorship and support throughout your SVQ

Our Core Values



CREATING BETTER TRAINING



learning assistant

Candidates may be able to achieve their SVQ on E-Portfolio, which is electronic and paperless. This method is particularly appealing for busy people.-

New for 2016



CBT have now re-designed

delivery for Social Service & Healthcare SVQs to incorporate inclusiveness of a diverse workforce. We have now launched our Skill Set delivery for SSHC Level 3, but this will soon be available for Level 2, and SSCYP

What are Scottish Vocational Qualifications (SVQ)?

SVQs are qualifications achieved in the workplace that recognise the skills you use by performing the tasks that make up your job. Vocational qualifications are based on standards of competence. There are no official academic entry requirements for an SVQ.

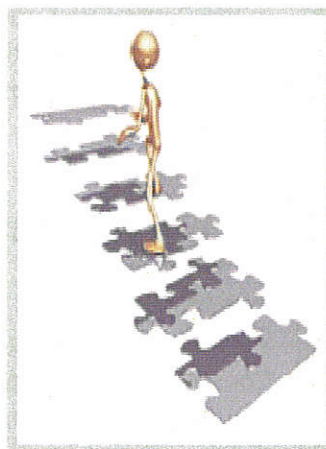
Our Awarding Body who issue your certificate at the end of your qualification is the Scottish Qualifications Authority or SQA.

SVQs have been in operation since

1987 and are there to help people in work gain qualifications against their job role. There should be no barriers to achieving an SVQ. The main criteria is that the individual must be in the relevant working environment appropriate to the SVQ they undertake, and the evidence generated to prove competency must demonstrate validity, authenticity, reliability, currency and sufficiency against the standards. SVQs encourage zero tolerance in all areas of risk and discrimination.

There are no formal written exams. People working towards SVQs collect and submit evidence gathered during their everyday work.

The evidence you need is assessed against the *standards of competence* that the SVQ is based on.



SVQs range from Introductory (Level 1) to Senior Management (Level 5). All SVQs are structured in a similar way and are made up of units. A unit represents an aspect of your job, for example— Administration, Healthcare or Child-care.

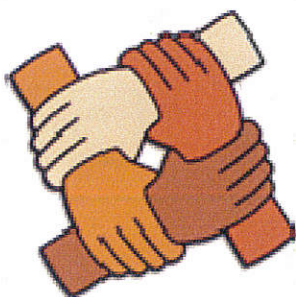
Structure of SVQs

Units - Every VQ is made up of *core* and *optional* units which cover all the relevant areas for a particular occupation.

Performance Criteria - Performance Criteria describe what you should be able to do whilst carrying out your job..

Knowledge & Understanding - Gives details of the knowledge and understanding you should have whilst completing a particular element. This takes the form of essential knowledge questions i.e. asking why you are performing a specific task.

In simple terms, an SVQ asks you to prove competence by— explaining, What you do, Where you do it , How you do it, When, Why and Who With !



Who will be involved in my Vocational Qualification?

Assessment for your qualification will be carried out by CBT Ltd.

The personnel involved in that assessment process are as follows:

The Assessor

The Assessor is occupationally competent and has experience in your area of work. The Assessor will help you plan and organise your evidence,

using the most suitable methods of assessment for your individual needs. They will also be responsible for judging when you are competent.

The Internal Verifier

The Internal Verifier maintains the quality of assessment, to ensure your support is tailored to your needs.

The External Verifier

The External Verifier is appointed by the awarding body (SQA) to ensure that CBT meets the required national standard as well as their own quality benchmark.

CBT is externally verified by SQA every year to ensure maintenance of specified Quality Assurance Criteria.

How will I be assessed?

The SVQ requires you to provide sufficient evidence to show that you can achieve set standards contained within the qualification. Your Assessor will make judgement of your general work practices and assist you to build a portfolio of evidence that tell a story about you in your workplace.

Prior to commencing your SVQ, a Pre-Induction Task will be given which will guide us to the correct Level of award for you. This Task will be utilised within your award.

There are various ways and methods of sourcing evidence.

Some of these are:

Examination of work products.

By writing or recording (dependant on individual needs) **Reflective Accounts or Personal Statements** which explain what you do.

Professional Discussion which can be recorded onto a lap top or written.

Performance of Specially Set Tasks

Projects, Case studies or Assignments.

Observation

Your Assessor will agree and plan to observe you carrying out your day to day tasks as they occur

Questioning

Questioning may be oral or written. Your Assessor will ask you questions to make sure you have the necessary knowledge and understanding to carry out your job activities to the national standard.

Historical Evidence

You may have done things in the past that are applicable to your SVQ. These may be used as evidence, provided they are sufficiently current and relevant to the VQ standards, for example, a relevant qualification. This is sometimes known as Recognition of Prior Learning (RPL).

THINGS TO REMEMBER

You must provide sufficient evidence to meet all the criteria in each unit. For each unit you must:

Satisfy all performance evidence requirements.

Meet all performance criteria or outcomes

Satisfy all knowledge & understanding requirements.

You will be assessed as competent based on when you have met all the criteria specified in each unit.

One piece of evidence may be relevant to more than one unit. This is called Holistic Assessment, where cross-referencing of evidence is utilised

You do not have to work through the units in any particular order. You may therefore, collect evidence for several at a time. Your Assessor will guide you on where to start.





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CBT is the trading name of Competence Based Training Ltd., a company registered in Scotland No SC195574

CBT will carry out a robust Induction with you which addresses diversity & equal opportunities, Awarding Body requirements, an Individual Training Plan, and CBT policies for SVQ delivery.

The Portfolio

A portfolio is a structured collection of evidence from several sources, gathered together and referenced to the national standards.

A portfolio can be any shape or size, depending on the type of evidence you want to put forward for assessment. However it is usual to use a ring binder or Lever Arch Folder. In it you should file this leaflet, the units that make up your SVQ (supplied by your centre) and all the evidence you collect to comply with the standards.

Types of evidence filed in your portfolio might include:

Assessor Observations

Products from your work

Reports from Witnesses (Testimonies)

Historical Evidence (Recognition of Prior Learning)
(e.g. copies of certificates)

Details of questions you have been asked

Personal Statements/Reflective Accounts

There are many different ways of organising a portfolio. Your Assessor can advise you on other ways of gathering and organising evidence., and provide you with a suggested format to build the perfect portfolio.

Common Questions & Answers

Are there any entry requirements for SVQs?

No. But the level you take will depend on your skills and knowledge. A Pre-Induction Assessment will be completed with your Assessor to determine the correct level of SVQ for you.

How long does an SVQ take to complete?

There is no set time limit in which you must complete your SVQ. To give you an idea though, you

should be able complete a Level 2 in 6-9 months, Level 3 should take 9-12 months, and Level 4 in 12 months

What happens if I change jobs?

You will be able to continue with your SVQ, provided your new employer agrees.

What do I do if I am not happy with an Assessment decision?

On rare occasions where you strongly disagree with

a decision made by your Assessor, you should follow the documented appeals procedure, which is in your portfolio.

What if I can't complete the whole SVQ, will my work be wasted?

No, CBT will apply on your behalf for any units that you have completed, and have been verified, to be certificated.

Can I have just unit certification?

Yes, unit certification will

be made available on request.

Does my employer get involved in my SVQ?

We require your employer to be involved from beginning to end. You are not on your own with this at any stage. Your employer will also assign a Mentor in your workplace, who you can go to for help.



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