

2019-2020

George Elliot QAC

The Gillford Centre

City and Guilds

Learner Handbook

Contents Page

What are Vocational Qualifications? 1

When do the NVQ’s take place and where? 2

What will lessons be like? 3

What will be expected of you? 3

Who will be involved in the course? 4

How will your work be assessed? 4

How will students be monitored? 5

What are Vocational Qualifications?

Vocational qualifications are practical qualifications that relate to a specific job or career sector.

Unlike more academic courses like GCSE’s, they combine a mix of theory and practical learning. If you do well and wish to work in the sector you have been training in, we will contact companies in the area to arrange some work experience for you.

There are four different courses that you can do, we offer:

Level 1 & 2 Performing Engineering Operations (PEOP’s)

Level 1 Award/Certificate/Diploma in Work-based Land-based operations (LBOp’s)

Entry level Certificate in food studies

Level 1 Certificate in food Preparation and Cooking

What makes them different to school-based qualifications?

* Students develop skills, knowledge and understanding in the vocational area they are studying.
* Each vocational course is made up of units, allowing more flexibility and personalised qualification.
* Students are assessed throughout the course on the practical skills they show, the knowledge they build and with there is no final exam.
* Students are treated as apprentices, given move responsibilities, tutors work with students planning, reviewing and assessing progression.
* We have regular visits from business/colleges in the area who employ apprentices so they can see what the students are like face to face rather than just seeing the CV.
* They build a good solid work ethic which students can transfer to their work in school or to their work placement.

Why do we offer Vocational Courses?

* They prepare students for the world of work and give the students a taste of a career before they leave school and have to commit to it.
* Employers value the standards of City and Guilds and the high levels achieved by our NVQ students.
* The courses are made up of mandatory and optional units which can be keyed to the students needs and can offer move flexibility.
* They can be taken along side other qualifications such as GCSE’s.

When do the NVQ’s take place and where?

PEOp’s

We have a purpose-built workshop which is located on an industrial estate on the outskirts of Carlisle. It is unlike any workshop any school has in the area as it is a ‘real’ workshop with the same equipment and tools that would be found in an Engineering workshop like Bendalls, CAD works, or Byers Engineers.

Students are trained on a one-to-one basis to use all the equipment in the workshop independently as an apprentice would.

Projects range from small hand-held projects on the lathe like a chess piece to a boat trailer, where all the welding and sheet metal fabrication done by the students independently.

PEOps is held on Monday’s, Tuesday’s in the workshop and Wednesday morning we do portfolio work in the ICT suite in the centre with the workshop staff.

LBOps

Over the years we have delivered the Land-Based course we have developed close working relationships with a number of landowners that allow us to work with them on their land. These are real working farms and forests where we deliver the transporting of animals/recourses, maintaining structures, care of animals, movement of animals, animal accommodation, maintenance of equipment, grass cutting, preparation of forest and woodland sites, hedge laying.

LBOp’s is held on Wednesday’s, Thursday’s at different venues dependant on the time of year and the unit to be covered, Friday morning we do portfolio work in the ICT suite in the centre with the Land-based staff.

Catering

The catering course can be delivered in two ways dependant on the needs of the student. We can offer a course that will prepare the student for work in a professional kitchen, where they will assist in the production of our school dinners along side our school cook or we can offer an independent living skills course where the student will work to a budget, shop for food, prepare the ingredients, check and select the correct equipment, then use the equipment to prepare meals which they take home.

Catering is held on Tuesday’s and Thursday’s cooking in the morning and portfolio work in the afternoon.

What will lessons be like?

To put it simply, you will be treated like an adult, an apprentice or Commis Chef. With this comes certain responsibilities that we expect from students.

* We expect you to follow the Health and Safety at work act (which you will be taught).
* As you will be using a variety of dangerous equipment, we expect you to follow instructions.
* We expect you to wear the correct PPE (which you will be introduced to).
* We expect you to work independently if possible building your portfolio.
* We expect you to ask questions and will support you throughout your induction and training.
* We would like you to talk to us and tell us what you enjoy/find challenging so we can offer advice/support or more training.
* The skills we teach on the courses are challenging and will take time to master but if you listen to the tutors, follow directions and give us 100% we will meet the standards set by City and Guilds so you can achieve the qualification.
* We expect you to have fun.

Although each course is in a different subject area all the assessors work closely together so the standard of delivery is consistently high. If you did two or all the courses you would find the portfolios referenced and assessed the same way.

Who will be involved with the course?

**Assessor**

This is a tutor that is qualified in the ‘trade’ and has undergone an apprenticeship then actually worked as a chef (Catering), welder fabricator (PEOp’s) or Joiner/farm worker (LBOp’s). These tutors are responsible for the planning and delivery of the course, assessing work and make sure you are progressing through the course.

**Teaching Assistant**

A specialist teaching assistant that is also qualified in the area you are working that will guide and support you through the work.

**The Centres Internal Quality Assurance Co-ordinator (QAC)**

The QAC is a qualified IQA (Internal Quality Assurer) that is also one of the courses assessors and has knowledge of all the courses.

The QAC is responsible for the quality of the NVQ courses, maintaining the high standards delivery and assessing on the courses. Occasionally the QAC will visit your workplace and watch you working or discuss the work you have been doing. The QAC will give written feedback to assessors and City and Guilds if you achieve the qualification.

 This person oversees the administration of all the NVQ courses run at the centre to ensure all standards and the correct processes are taking place. This is done by

* Regular meetings with all assessors
* Liaising with IQA’s and EQA’s
* Liaising with City and Guilds
* Visiting your work place
* Looking at students work
* Collecting and collating information on students work

**External Quality Assurer (EQA)**

This is a person employed by the examining board (City and Guilds) that oversees the administration of the courses. They visit at least once a year to check that we meet the standards set by City and Guilds. They have extensive knowledge of the courses and are a wealth of knowledge. They use their knowledge to guide, advice and support assessors.

How will I be assessed?

All students have to produce a portfolio, which contain photos of them carrying out their duties in the workplace. For each unit you will be given tasks or projects to complete then write about. Your tutor will assess your work and give you feedback in writing on what you done well and where you can improve. This feedback will help you progress through the qualification.

How will students be monitored?

Each student will be closely monitored throughout the course by your tutor and teaching assistant. Detailed reports and assessments will be made of your work and your work ethic. This information will be used for reports and regular updates will be made to your key teacher and Key Stage coordinator.

Assessment entitlement

If you are a student with us you are entitled to:

* Fair and open assessment practices
* A portfolio containing the learning criteria against which you will be assessed, assessment plan, unit specification and a scheme of work.
* Regular advice, counselling and guidance from your tutor.
* Access to and open and fair appeals procedure
* Assessments carried out weekly showing outcomes with verbal and/or written feedback

You will receive a binder in which your portfolio will be stored, all written assessments will be stored here along with the corresponding storyboards for you to reflect on. These folders are stored in the ICT suite and must remain there until the QAC/EQA has checked them.

**Student Grievance/ Appeals Policy**

If you have a grievance of any kind you should refer the matter to your Teacher/ Tutor/ Assessor in the first instance.

If the grievance cannot be resolved by the Teacher/ Tutor/ Assessor you should then ask your Teacher/ Tutor/ Assessor to take the matter to the Quality Assurance Coordinator (QAC) / Internal Quality Assurance (IQA) for discussion within one week.

The Teacher/ Tutor/ Assessor will then report back to the student.

If the student is still unhappy with the decision they can then meet with the QAC/IQA person at a mutually agreed time within the days of the initial notification of grievance.

If the grievance is still not resolved the student can then ask for a meeting with the External Quality Assurance (EQA), this meeting will be arranged by the QAC/IQA.

If the grievance occurs during a City and Guilds Qualification and cannot be resolved within The Gillford Centre then, and only then, would the EQA be called in and their decision would be final.

**Health and Safety Policy**

The policy statement is written to complement the LEA and operated within the Framework of Health and Safety at Work Act 1974.

The aim of the policy is to achieve and maintain a safe environment for all staff and students of The Gillford Centre.

* The Headteacher of The Gillford Centre has overall responsibility for Health and Safety matters.
* The members of staff appointed as Health and Safety Officers responsible to the Headteacher are:
	+ - The Gillford Centre: Ms Elizabeth Dixon and Mrs J Hewson
		- Kingmoor North/Off site: Mr G Elliot / Mr R Telford

Roles and Responsibilities

* To advise the Headteacher of the requirement of the Health and Safety at Works Act 1974.
* To identify problems, if any.
* To distribute Health and Safety information within the areas of responsibility.
* To review the Health and Safety policy as and when required.
* To ensure the provision of regular fire practices in liaison with the certified fire wardens:
	+ - The Gillford Centre: Ms Elizabeth Dixon
		- Kingmoor North/ Off site: Mr. Elliot / Mr R Telford
* To investigate any accidents and suggest remedial action.
* To ensure that the accident book is completed and up to date.
* To ensure that First Aid boxers are accessible and replenished.

Each member of The Gillford Centre staff will be responsible for the Health and Safety within their teaching environment on and off site.

Everyone within The Gillford Centre should be encouraged to be safety conscious.

Staff are to carry out periodic inspections to check the standards of Health and Safety in their own area of responsibility.

Electrical equipment will be tested annually according to the ‘Electricity at Work Regulations’.

The Management Committee of The Gillford Centre are to review the Health and Safety Policy annually.