

NVQs – What Are They?

- Competence based qualifications.
- Nationally recognised.
- Used to recognise existing skills and knowledge.
- Used to develop new skills that can be applied in the workplace.

IT NVQs Offered at the University

- IT User (ITQ) Level 2.
- IT User (ITQ) Level 3.
- Assessor Award (A1) – *subject expertise required.*
- Internal Verifier Award (V1) – *subject expertise, Assessor award (D32/33 or A1) and 1 year's experience required.*

What is involved?

You need to build a portfolio of evidence which “proves” your skills and knowledge against the ITQ standards.

Evidence can be in the form of:

- Observation – *by an assessor.*
- Product – *documents produced in the workplace.*
- Storyboard – *written explanation of work done.*
- Witness testimony – *by colleague/manager.*
- Questioning – *written or verbal.*
- APL/APA – *see next section.*

The nature, quality and quantity of the evidence required will be discussed with your assessor.

APL/APA

NVQs recognise existing skills/knowledge through APL (Accreditation of Prior Learning) and/or APA (Accreditation of Prior Achievement). For example, you may have used a word processor for many years and have the skills/knowledge to cover all of the necessary criteria for the word processing unit.

APL/APA can be claimed from:

- Experience gained at work (APL).
- Voluntary work and leisure activities (APL).
- Approved qualifications(eg ECDL)

How can I develop my skills?

- IT Essentials courses* (for level 2)
- IT Advanced courses* (for level 3)
- ECDL/ITQ workshops*
- NVQ workshops*
- Self study
 - Materials available on loan from library
 - In-house documentation

*See: <http://www.brad.ac.uk/dev-prog/index.php?section=it>

What is the time commitment?

NVQ workshops are held twice a month to provide support for candidates. You will need to attend at least one workshop (3 hour session) each month.

You will also need time to collect evidence, build your portfolio and perhaps attend training courses or workshops.

How long will it take?

This depends on how much you need to learn, how long it takes you to collect evidence and build your portfolio. Generally candidates complete within 2 years, but you would have up to 3 years to complete the ITQ.

How do I apply?

You need to complete the NVQ Application Form (E1b) which is available to download at the NVQ website (see *For Further Details* section) and return it to Cath Hooson, LSS by Friday 21 August 2009.

Your application must be signed by your Appraiser and Head of Department/Planning Unit to confirm that it fits in with your development needs or those of your department, and that you can be released from work to attend the NVQ workshops and any necessary training.

For Further Details

Visit the website at:

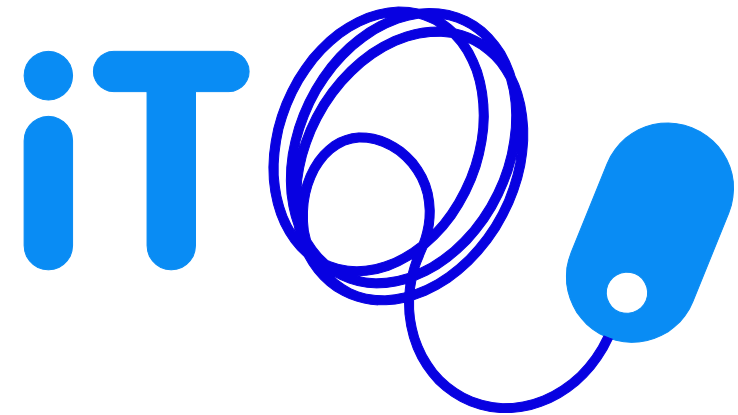
<http://www.bradford.ac.uk/lss/training/nvq/index.php>

or contact:

Cath Hooson (IT NVQ Coordinator)
Learner Support Services

Telephone: 3320

E-mail: training@bradford.ac.uk



IT NVQ Programme

For Staff at the University of Bradford

