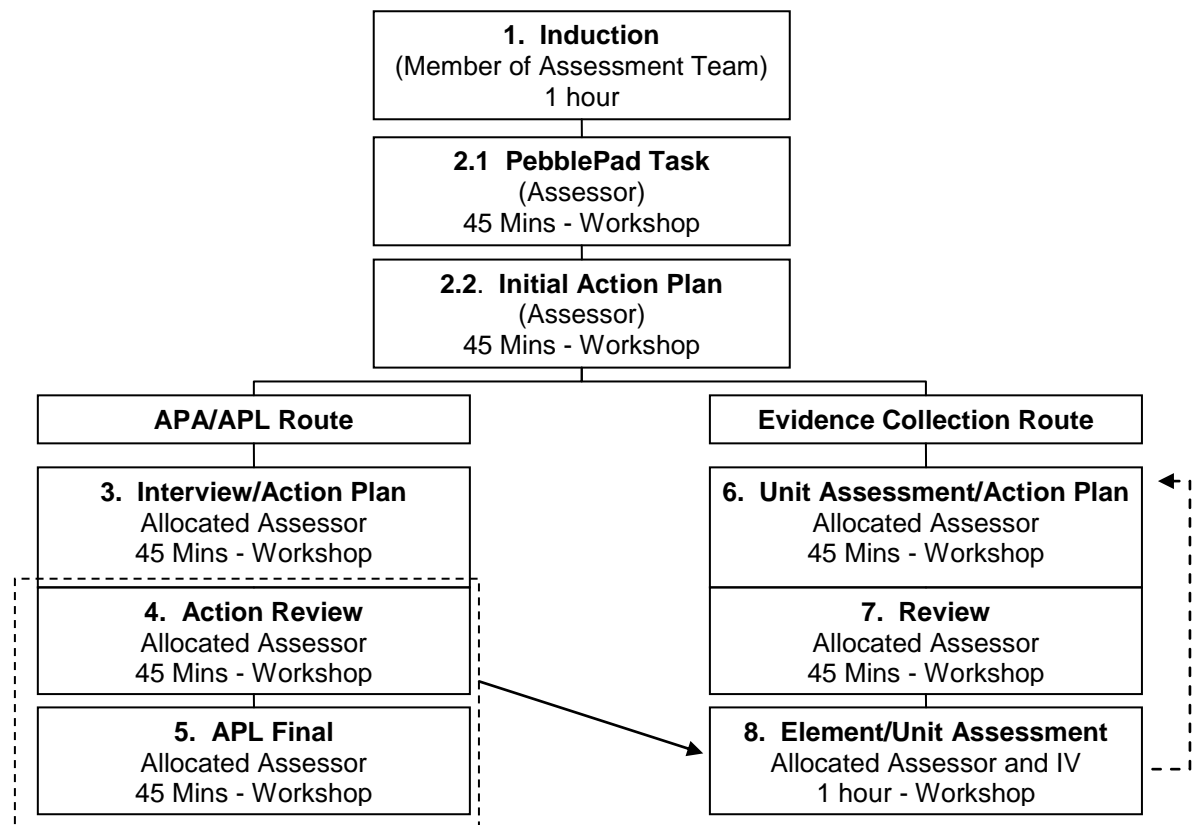


NVQ PROCESS



1. NVQ process will be explained to candidate. Following induction, candidate to:
 - a. Work on PebblePad task (candidate may have been given the task beforehand).
 - b. Think about optional units and levels (based on existing knowledge/experience or to develop skills/knowledge?).
- 2.1 Use ITQ Calculator (if appropriate) and PebblePad task to identify core level to be taken. Assessor will suggest any required amendments to PebblePad task and discuss optional units and levels. Following this candidate to:
 - a. Continue working on PebblePad task.
 - b. Find out what APA/APL is, identify previous knowledge/experience and decide if this route is appropriate.
 - c. Decide on optional units.
- 2.2 Discuss and complete NVQ/IAP form with assessor. When planning order of units and estimated time for completion, take into consideration:
 - a. Any problems candidate envisages re attendance etc (check workshop dates).
 - b. Any development needs (book onto courses) and/or special assessment requirements.
 - c. Check if claiming APL/confirm decision - if **Yes** book number 3 with APL advisor. If **No** book number 6, identify first unit and suggest evidence to collect ready for next meeting.

Note: Copy of NVQ/IAP must be given to co-ordinator so that an Induction Pack can be prepared for the candidate. Induction Packs will then be sent out to candidate via internal mail.

3. *APL Action Plan* – which units, what types of evidence and deadline.
4. Review *Action Plan/Final* – set new goals or move to No 8.
5. Optional Review – then move to No 8.
6. *Unit Assessment Plan* – complete NVQ/UAP form and set unit targets. Assessor to assist with cross referencing of existing evidence, arrange development/observations and book Assessment.
7. Review *Assessment Plan* – check progress with assessor and set further goals as appropriate. No judgements to be made at this time, but checks can be made to ensure sufficient evidence for each criterion. If necessary, put together case for cancelling scheduled Assessment and email to assessor/IV. Candidates can get support from other assessors/peers at workshop.
8. Formal Assessment with Assessor and IV.