



# Course Information

Course No.

CSK08L

Community Skills, Adult Learning Service: Course Information Sheet 2009-10

**If you require this information in large print or a different format,  
please call us on 01642 490409**

<b>Name of Course:</b>	NVQ 3 Advice and Guidance		
<b>Day and Date(s):</b>	Tuesdays fortnightly 22 Sep, 6 & 20 Oct, 10 & 24 Nov, 5 & 19 Jan, 2 & 23 Feb, 9 Mar Plus <b>one-on-one meetings</b> with your assessor as arranged.		
<b>Start Date:</b>	22nd Sep	<b>Finish Date:</b>	9th Mar 2010 for the taught sessions
<b>Time(s):</b>	12.45pm-2.45pm for taught sessions with tutor. Up to 15 one-on-one meetings with personal assessor are arranged separately between learner and assessor at mutually agreed times.		
<b>Level:</b>	3		
<b>Tutor:</b>	Fran Rabone		
<b>Assessor:</b>	To be allocated		
<b>Venue for taught sessions:</b>	Redcar Education Development Centre (Room 10) Corporation Road, Redcar TS10 1HA Tel: 01642 490409 Contact (Kerry Clark)		
<b>What you can expect to learn from this course:</b>			
<ul style="list-style-type: none"> <li>• How to establish communication with clients</li> <li>• How to best support clients and provide them with a good service</li> <li>• How to review your own contribution to the service you provide</li> </ul>			
<b>Previous experience or qualifications you need:</b>			
You will be expected to have an appropriate level of literacy and numeracy to enable you to complete the course. If you don't already have literacy and numeracy qualifications at Level 2, please book a place to do an initial assessment/information session on one of following dates: 9th Sept (10 – 11am), 11 Sept (12 – 1pm), 14 Sept (3 – 4pm), 15 Sept (4 -5pm), 17 Sept (5 -6pm). You may book a place with Kerry Clark on 01642 490409 or <a href="mailto:kerry_clark@redcar-cleveland.gov.uk">kerry_clark@redcar-cleveland.gov.uk</a>			
<b>Ways in which you will learn:</b>			
Group discussion, small group exercises, placement, research			
<b>Please bring along the following to the course:</b>			
A4 paper/pen/highlighter pen/file dividers			
<b>Qualification(s) you can work towards during the course:</b>			
NVQ 3 Advice and Guidance			
<b>What you can progress to:</b>			
<p>There are a number of options within Community Skills and the Adult Learning Service, including: 7303 Preparing to Teach in the Lifelong Learning Sector (a good introductory course for anyone who has to facilitate learning or train other people); A1 – Assessor Award to become an NVQ Assessor; Emergency First Aid; Paediatric First Aid; CIEH Level 2 Food Safety; Introduction to Drug Awareness; Introduction to Special Educational Needs of Children and Young People etc.</p> <p>Please contact Kerry Clark on 01642 490409 to:</p> <ul style="list-style-type: none"> <li>• Request a current course list</li> <li>• Request professional information, advice or guidance (IAG)</li> </ul> <p>You may also take the opportunity to request any of the above or further sessions on this topic on your course evaluation sheet.</p>			

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<b>Further Information:</b>
<p>To gain this qualification, you need to be working in a paid or volunteer role giving advice and guidance to other adults or young people (colleagues, volunteers, clients etc). This advice and guidance could be on any topic area. We recommend a MINIMUM of 1 day per week.</p> <p><b>Fees</b> The full fee for this course is £600 and this includes the registration and certification fee. The fee can be paid in instalments. If your employer is paying your fee, we require a signed letter to confirm this at the beginning of the course. If you want to do this course but can't afford it, you may be able to get the fee (or part of the fee) paid for it (some of the options are listed below). We can also sometimes help out with childcare costs, carer respite costs and other costs if you need it. Please phone Kerry Clark on 01642 490409 to see if we can help you.</p> <p><b>Are you claiming benefits?</b> If you are on certain benefits you can get a reduced fee of £6 per term x 3 terms = £18 for this course</p> <p><b>Are you a volunteer or a paid member of staff at a local voluntary/community organisation?</b> The Community Skills Bursary Scheme can pay part of your fee. You can get a reduced fee of £41 per term x 3 terms = £123 for this course</p> <p><b>Is this your first Level 3 qualification?</b> If you don't already have A Levels or an NVQ Level 3, then Train to Gain funding can pay for this course for you so that the course will be FREE for you</p> <p><b>Do you work with children and young people?</b> There may be funding available for you to apply as an individual to the Children's Workforce Development Fund for the course fee. Please ask Kerry Clark 01642 490409 for more information</p> <p><b>Have you joined our M&amp;M programme (ask us for details) or do you live locally?</b> The course could be FREE for you. There is funding to pay the fee for you if you live in certain local areas. Please phone Kerry Clark on 01642 490409 to ask for details or simply send us your Booking Form and we can tell you if the course is FREE for you.</p>
<b>How to book a place on this course:</b>
<p>To book a place, you must complete a Community Skills Booking Form and a Fees Form. To obtain a Booking Form and a Fees Form and to submit them, contact: Community Skills, Adult Learning Service main office, Redcar Education Development Centre, Corporation Road, Redcar TS10 1HA Tel: 01642 490409 Fax: 01642 492388</p>
<b>How do you know if you have a place on the course?</b>
<p>Places are allocated approximately 10 days before the course starts. If you have been successful you will receive joining instructions and a map of the venue though the post. If you have not been given a place on this course we will keep your booking form on file and offer you a place as soon as we can.</p>
<b>Cancellations</b>
<p>If you have sent in a booking form and then wish to cancel your place, you must let Community Skills know via the main office 01642 490409 48 hours before the course.</p>

This information will be sent to people who request further information on a course.

Please note that with the agreement of the participants and the tutor, the outline of the course may differ.

If a tutor is sick or a session cannot run, you will be contacted via the telephone number on your Booking Form.