



Course Information

Course No.

CSK16L

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**

Name of Course:	NVQ Youth Work (Level 3)		
Day and Date(s):	This course consists of: Saturdays, 26 Sept, 3, 17, 24 Oct 2009 plus one-on-one meetings with your assessor as arranged.		
Start Date:	Sat 26 Sep 2009	Finish Date:	Taught course: 24 Oct 09 NVQ: July 2010
Time(s):	9.30am-12.30pm		
Course Duration:	4 sessions	Total Number of Meetings:	4 taught sessions + meetings with assessor
Level:	3		
Tutors:	Sandra Gilroy and Trevor Fishburn		
Venue:	25K, Ayton Drive, Redcar and Redcar Youth Centre		
What you can expect to learn from this course:			
<ul style="list-style-type: none"> • How to manage your work and create effective work relationships • How to create a climate that is conducive to group learning and setting agreed boundaries • How to write a reflective account outlining how you enable young people to work effectively in groups • Terms used in relation to assessment • How to build your portfolio/collect and collate evidence • Develop a learning/development plan • An overview of 8 units(4 mandatory/4 optional) 			
Previous experience or qualifications you need:			
<p>You need to already have NVQ Level 2 Youth Work or equivalent experience in relation to level 2 Youth Support Worker/Senior Youth Worker. 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 in to attend an initial assessment 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 can book in with Kerry Clark on 01642 490409 or Kerry_Clark@redcar-cleveland.gov.uk</p>			
Ways in which you will learn:			
<p>Group Discussion Experimental learning Completion of exercises and question sheets Question and Answer Individual and group reflection</p>			
Please bring along the following to the course:			
Writing materials to make notes, A4 Lever arch file and file dividers			
Qualification(s) you can work towards during the course:			
City and Guilds NVQ Level 3 Youth Work			

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What you can progress to:
<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 introduction for people who facilitate learning in groups or train others)</p> <p>A1 – Assessor Award to become an NVQ Assessor</p> <p>There are also courses on other topics that you may be interested in, including 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">• Request a current course list• Request professional information, advice or guidance (IAG) <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>
Further Information:
<p>Fees</p> <p>The full fee for this course is £500 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.</p> <p>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>Are you claiming benefits?</p> <p>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>Are you a volunteer or do you work for a local voluntary/community organisation?</p> <p>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>Is this your first Level 3 qualification?</p> <p>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>Are you a paid Youth Worker working for Redcar & Cleveland Borough Council?</p> <p>Redcar & Cleveland Borough Council School may fully fund NVQ courses for staff. Please ask your manager.</p> <p>Have you joined our M&M programme (ask us for details) or do you live locally?</p> <p>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>
How to book a place on this course:
<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>
How do you know if you have a place on the course?
<p>Please assume you have a place and turn up to the first session unless we contact you to let you know otherwise.</p>
Cancellations
<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. If you do not cancel your place, you may still be charged the fee for 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.