



Course Information

Course No.

CSK21L

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

Name of Course:	NVQ 2 Advice and Guidance		
Day and Date(s):	Thursdays 24 September, 8, 22 October, 12, 26 November, 7, 21 January, 4, 25 February, 11 March One-on-one meetings with your assessor as arranged.		
Start Date:	24 Sept	Finish Date:	11 March for course
Time(s):	12.15-2.45 for taught sessions with tutor. Up to 10 one-on-one meetings with personal assessor are arranged separately between learner and assessor at mutually agreed times.		
Level:	2		
Tutor:	Fran Rabone		
Assessor:	To be allocated		
Venue for taught sessions: (name, address, postcode and tel no)	Redcar Education Development Centre (Room 10) Corporation Road Redcar TS10 1HA Tel: 01642 490409 Contact (Kerry Clark)		

Further Information:
<p>To gain this qualification, you need to be working in a paid or volunteer role. We recommend a MINIMUM of ????.</p> <p>Fee: £??? - this includes registration and certificate fee. The fee can be paid in 3 instalments. Fees can be paid for people on certain benefits. For information or to arrange to pay Tel: 01642 490409. If your employer or placement organisation is paying your fee, we will require a signed letter to confirm this before you start the course.</p> <p>There is a Community Skills Bursary Scheme available for people who are local volunteers (for organisations in Redcar & Cleveland) to pay part of the fee (you will have to pay £40 per term) or to pay the full fee for people who live in certain areas in Redcar & Cleveland. For information, please call 01642 490409 and ask for a Community Skills Bursary Form.</p> <p>If you work or volunteer for Redcar & Cleveland Borough Council you may be able to access their Training & Development budget Tel: 01642 444484</p>

What you can expect to learn from this course:
<ul style="list-style-type: none"> • How to support clients • How to interact with clients using a range of media • How to develop personal performance
Previous experience or qualifications you need:
<p>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 attend 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). If you are unable to attend on one of these dates, please book an assessment with the Skills for Life section direct on 01642 492002 and let Kerry know when you have arranged this.</p>

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Ways in which you will learn:
Group discussion, small group exercises, placement, research
Please bring along the following to the course:
A4 paper/pen/highlighter pen/file dividers
Qualification(s) you can work towards during the course:
NVQ 2 Advice and Guidance
What you can progress to:
There are a number of other options, both within Community Skills and offered by other training providers. Please ask for details. Please also take the opportunity on your evaluation form to request further sessions on this topic or a different topic from Community Skills, Adult Learning Service. Professional Information Advice & Guidance (IAG) available on request on 01642 490409.
How to book a place on this course:
To book a place, you must complete a Community Skills Booking Form. For a Booking Form, contact: Adult Learning Service main office, Redcar Education Development Centre, Corporation Road, Redcar TS10 1HA Tel: 01642 490409 Booking Forms must be posted or faxed to: Community Skills (Adult Learning Service) Redcar Education Development Centre, Corporation Road, Redcar, Cleveland. TS10 1HA Fax:01642 492388
How do you know if you have a place on the course?
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.
Cancellations
If you have sent in a booking form and then wish to cancel your place, you must let the Community Skills Project know via the main office 01642 490409 48 hours before the course. If you do not cancel your place, you may be charged the equivalent of £10 per day for not attending

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.