



Course Information

Course No.

CSK10F

Community Skills, Adult Learning Service: Course Information Sheet 2008-09

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

Name of Course:	NVQ Community Development Work (Level 3)		
Day and Date(s):	Induction to the NVQ on 30 th September at 10.00am-1.00pm. At this meeting you will be given the name of your assessor.		
Time(s):	One-to-one meetings to be arranged individually with your assessor		
Course Duration:	Approx 9 months: Sept 09 – July 10	Total Number of Meetings:	Approx 10 meetings with your assessor
Holidays:	n/a		
Level:	3		
Fee:	<p>Fees 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. 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? 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? 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? 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>		
Venue:	Coatham Local Learning Centre, Coatham Road, Redcar TS10 1RA		
Further Information:			
Anyone interested in undertaking this qualification must be working (paid or voluntary) as a development worker for a minimum half a day a week or equivalent. Or, you can arrange your own placement with a voluntary agency/Charity or local community group. Candidates are expected to put together a portfolio of evidence and to meet with an NVQ Assessor, dates and times to be arranged. The length of the course depends on how quickly you produce the required work.			

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Previous experience or qualifications you need:
You will need to have some literacy skills (i.e. the ability to read and interpret tasks, and to write answers in a legible and understandable form). Plus basic numeracy skills. slot.
Ways in which you will learn:

<ul style="list-style-type: none"> • Portfolio building/research on the Internet • You will be expected to write reflective accounts of the work you do with groups • To complete an internally assessed portfolio • To complete 7 mandatory units and 2 optional units
Please bring along the following to the course:
paper/pen
Qualification(s) you can work towards during the course:
City & Guilds NVQ Community Development Work level 3
What you can progress to:
7303 City & Guilds Award in Preparing to Teach in the Lifelong Learning Sector Level 3 A1 Certificate in Assessing Using a Range of Methods (Level 3)
There are a number of other options, both within the Community Skills Project 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 the Community Skills Project, 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
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How do you know if you have a place on the course?
Places are allocated 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.
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.