

Our Guide to NVQ's

Lucelly Consultancy



Introduction

At Lucelly Consultancy Ltd we believe it is really important that we support not only our NVQ Assessors and IQA's but also our clients and candidates to help everyone have a better understanding of what an NVQ is, how it can benefit the individual and company and what is involved in the process.

Whether you are a company looking to develop and grow your team, or an individual aiming to gain a qualification to bring more career opportunities, we are here to help.

What are NVQ's?

National Vocational Qualifications (NVQs) are work/evidence-based qualifications through which the candidates existing skills and knowledge are assessed to showcase and demonstrate this.

NVQs are available to everybody and the only requirements we have are that candidates are over 18 years old, have a suitable level of English literacy and language relevant to the complexity of the course content before their registration onto the NVQ.

NVQs come in various levels and are designed to cater for many sectors and job roles of which this could be technical, supervisory or managerial skills, knowledge and experience that employees should have as they progress in job roles and/or responsibilities.

NVQs are updated every few years by the Awarding Body to ensure that they continue to meet the changing needs of the occupational sectors and where applicable, legislation changes.

What are NVQ's equivalent to?

- Level 1 NVQ is equivalent to 3-4 GCSE, grades D through G.
- Level 2 NVQ is equivalent to 4-5 GCSE, grades A through C.
- Level 3 NVQ is equivalent to two A Levels.
- Level 4 NVQ would be equivalent to a Higher Education Certificate (the first year of a Bachelor's degree) or a BTEC.
- Level 5 NVQ would be equivalent to a Higher Education Diploma (the second year of a Bachelor's degree).
- Level 5 is equivalent to a Foundation Degree.
- Level 6 is equivalent to a Bachelor's Degree.
- Level 7 is equivalent to a Masters degree.

It's worth noting that there's no guarantee all employers will recognise NVQs for their academic equivalent.

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How are NVQ's different to the types of qualification equivalents described above?

We support candidates (the person undertaking the NVQ) to **demonstrate their existing knowledge** in the simplest and most straight forward way as possible to gain their NVQ.

This can be in various ways and we will tailor our approach to each individuals needs:

- By recording evidence based videos with or without your NVQ assessor.
- Practical Activities- Writing about your internal processes that you follow in your role or what someone else does in your company. This maybe in lieu of doing videos, should you choose this is a better route for you.
- The above “practical knowledge element, via activities” is backed up with documents etc. This could be by providing copies of documents you use in your role, company policies, photographs and/or screenshots of systems you use. Alternatively this evidence can be shown and talked through in your video with your assessor, should this be a preferred way.
- Lastly we undertake a Professional Discussion with you after you have finished your practical activities, this will cover all units in your NVQ. This is a recorded chat online and is simply about answering questions relevant to your role and/or company.

All of the above helps the Awarding Body to see that you are knowledgeable in your role and meet the standards included in the NVQ you are undertaking.

There are no written exams to undertake as it is all evidenced based, pertaining to what you do in your role.

Who doesn't like simple, right?

We also support employers to understand what NVQs maybe applicable to their teams and will provide guidance on funding available as well as monthly progress updates for each candidate who has started on their NVQ journey.

Why might I need an NVQ?

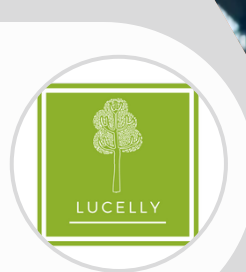
- It could be that someone has worked in their sector for a long time, however never managed to get a relevant qualification and now needs a qualification to do their role.
- It could also be that your company wants to upskill their teams, particularly if they are tendering for works and need to demonstrate their teams competence.
- To future proof your career prospects.
- To develop yourself.

Whatever your reason or goals, we are here to help you achieve them!

info@lucellyconsultancy.org.uk

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Who is involved in helping you gain an NVQ?

NVQ Centre's

Organisations that offer NVQs on behalf of an Awarding Body, such as Lucelly Consultancy Ltd. They may also be schools, colleges, universities, training providers or employers.

They are responsible for the quality of the qualification and must work within the policies and guidelines set out by the Awarding Body. All NVQ centre's must appoint the following, either directly employed or freelance:

- **NVQ Assessors**- they will work with each candidate to provide guidance, support and will assess the candidate to ensure they meet all the criteria set out in the NVQ standards.
- **IQA**- Internal Quality Assurance or called Internal verifiers- they ensure that assessors apply the standards consistently. IQA's advise and support assessors and maintain the quality of assessment in a centre. They sample assessments for each candidate to confirm the quality and consistency of the NVQ Assessors, assessment decisions.
- Once a year, NVQ centre's must review the operation of their centre and candidates' performance.

Awarding Body

Our Awarding Body is approved by the regulator, to offer qualifications and awards.

- They are responsible for ensuring that NVQ centre's follow their policies and guidelines and they visit NVQ centre at least twice a year to check they are adhering to these and to ensure that they continue to meet the NVQ Centre approval criteria.
- They also appoint **EQA**- External Quality Assurance verifier to ensure that standards are being applied uniformly and consistently across all centre's offering the NVQ. They also check the quality and consistency of assessments, both within and between centre's by systematically sampling evidence.
- They issues candidates' certificates so that employers can be sure the qualification has been gained after a rigorous and effective assessment process.

Registering for an NVQ

At Lucelly Consultancy Ltd we want to make the process as simple and straightforward as possible for you and therefore have provided a simple guide below:



For more information on cancelling an NVQ, please refer to our Cancellations Policy.



5 Step Process

to obtaining your

NVQ Qualification



Step 2. Collect your evidence

This is a simple and straightforward process for you as evidence is based on what you already do in your job.

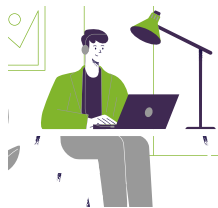
You can gather the evidence at your own pace and submit to your NVQ Assessor at any time, via our dedicated E-portfolio platform- Quals Direct.



Step 1. Introduction to the qualification

We do an online induction to discuss the NVQ evidence gathering process, show you the E-portfolio system we will use to upload this evidence.

We will also run through the activities you will need to undertake to evidence for your NVQ as well as a brief overview of our policies. You will need to show your NVQ assessor your Photo ID in this introduction, for identification purposes.



Step 3. Online Professional Discussion

We book in a Professional discussion with you which is about demonstrating what you already know.

This is recorded, all done online and means there is no need for completing workbooks or written evidence.

Recording your evidence streamlines the process and means your evidence is authentic.

Step 4. Final Check

We double check we have covered all the NVQ criteria, undertake the IQA process and then submit your evidence to the Awarding Body.



Step 5. Certificate

The Awarding body will review your evidence and will issue your NVQ Certificate within a few weeks direct to you via email. Copies can be provided to Employers for funding purposes.



LUCELLY CONSULTANCY



**HELPING YOUR TEAM TO
DEVELOP AND GROW**



FOR ALL ENQUIRIES



01670 220 796



info@lucellyconsultancy.org.uk



www.lucellyconsultancy.org.uk