

TRAINING OPPORTUNITIES

The next four pages outline a number of training opportunities which are being offered by MEV and Manchester Adult Education Service.

Please sign up either via phone on 0161 234 1532 or online at www.mev.org.uk and you will be contacted

Progression Award Courses In Teamwork And Assertiveness For Volunteers and Community Project Workers

Who is the qualification aimed at?

These courses are for anyone interested in finding out about work opportunities in the community and volunteering sector.

What are the entry requirements?

There are no formal entry qualifications required but learners need to be resident in Manchester.

What does the qualification cover?

Teamwork and communication skills. Assertiveness and confidence-building

How long does the qualification take to complete?

These courses run over a period of four to six weeks. Learners will also have to attend an information session before the course starts.

What will I achieve at the end?

An NOCN Entry 3 Progression Award: Introduction to Teamwork or an NOCN Entry 3 Progression Award: Introduction to Assertiveness and Decision-making.

Do I have to pay any fees?

This depends on personal circumstances. Learners may have to pay fees if they are an overseas learner or if they are not on benefits or on a low income.

Award in Exploring Employability Skills

Who is the qualification aimed at?

The NCFE Award in Exploring Employability Skills course has been designed to introduce learners to the world of work and volunteering including individuals in employment looking for a career change, individuals facing redundancy and those who are long term unemployed.

What are the entry requirements?

Learners will have to undergo an initial assessment and interview.

What does the qualification cover?

Volunteering and Job search skills. Preparation for volunteering or work. Effective behaviour at work. Communication and team work skills. Problem solving skills for work. Functional Skills

How is it assessed?

Assessment is ongoing through portfolio evidence. Learners must complete two mandatory units and two optional units.

Are practical placements required?

Yes, and the learner will have to undertake an enhanced CRB check.

How long does the qualification take to complete?

20 weeks

Progression:

Level 1 Award and Certificate in Exploring Employment Skills

Getting Started In Pre-School Practice AWARD

Who is the qualification aimed at?

The Getting Started in Pre-School Practice Award is for learners interested in finding out more about the opportunities for working with children.

What are the entry requirements?

Learners will need reasonable English reading, writing and speaking skills.

What does the qualification cover?

The role of pre-schools as centres of learning for parents and children. The management of pre-schools. An understanding of the importance of play. What pre-schools do to provide an environment that supports children's learning and development

How will I learn?

Through group work, worksheets, group discussion, and one-to-one tutorial support.

What qualifications will I gain?

A CACHE Level 1 Award Getting Started in a Pre-School Setting

How is it assessed?

Multiple Choice Question Paper

How long does the qualification take to complete?

30 Guided Learning Hours (10 -12 weeks)

What related qualifications can learners progress to?

CACHE Award in Childcare Learning and Development Level 2

First Steps for Social and Community Studies

Who is the qualification aimed at?

The First Steps for Social and Community Studies is for learners interested in finding out more about the opportunities for working in the community, youth work, social work or a voluntary setting.

What are the entry requirements?

Learners will need reasonable English reading, writing and speaking skills. They will also need to undertake a Criminal Record Bureau check.

What does the qualification cover?

Working as a volunteer. Understanding prejudice and discrimination in society. Teamwork and communication skills. Experience in a voluntary work placement and a chance to find out about the different opportunities for working as a volunteer. Functional skills for life

How will I learn?

Through group work, worksheets, group discussion, listening to speakers, placement work and one-to-one tutorial support.

What qualifications will I gain?

An NOCN Entry 3 Award for Progression and an NOCN Level 1 Certificate for Progression.

How is it assessed?

By a portfolio of evidence and a work placement diary.

How long does the qualification take to complete?

Up to one year.

What could this course lead to?

A Level 2 Teaching Assistants course, a Level 2 NOCN Diploma for Volunteers and Community Studies or other courses with us.

First Steps For Teaching Assistants Certificate

Who is the qualification aimed at?

The First Steps for Teaching Assistants Certificate is for learners interested in finding out more about the opportunities for working in schools.

What are the entry requirements?

Learners will need reasonable English reading, writing and speaking skills. They will also need to undertake a Criminal Records Bureau check.

What does the qualification cover?

Understanding diversity in a school setting and society. Working with children to develop literacy skills. Developing listening skills for working with children. Experience in a school work placement and a chance to find out about the different opportunities for working in a school. Functional skills for life.

How will I learn?

Through group work, worksheets, group discussion, listening to speakers, placement work and one-to-one tutorial support.

What qualification will I gain?

An NOCN Entry 3 Award for Progression and an NOCN Level 1 Certificate for Progression.

How is it assessed?

By a portfolio of evidence and a work placement diary.

How long does the qualification take to complete?

Up to one year.

What could this course lead to?

A Level 2 Teaching Assistants course, a Level 2 NOCN Diploma for Volunteers and Community Studies or other courses with us.

First Steps In Childcare With Child Psychology Certificate

Who is the qualification aimed at?

The First Steps in Childcare with Child Psychology Certificate is for learners interested in finding out more about the opportunities for working with children.

What are the entry requirements?

Learners will need reasonable English reading, writing and speaking skills. They will also need to undertake a Criminal Records Bureau check.

What does the qualification cover?

Understanding children's social and emotional development. Developing children's language and communication skills. The physical and psychological needs of children. Experience in a childcare work placement. A chance to find out about the different opportunities for working in childcare. Functional skills for life.

How will I learn?

Through group work, worksheets, group discussion, listening to speakers, work placement and one-to-one tutorial support.

What qualifications will I gain?

An NOCN Entry 3 Award for Progression and an NOCN Level 1 Certificate for Progression.

How is it assessed?

By a portfolio of evidence and a work placement diary.

How long do the qualifications take to complete?

Up to one year.

What related qualifications can learners progress to?

CACHE Level 2 Award in Childcare, Learning and Development.

Level 2 Certificate Supporting Teaching and Learning in Schools

Who is the qualification aimed at?

The Supporting Teaching and Learning in Schools qualifications are for learners interested in working in schools.

What are the entry requirements?

Learners will have to undergo an initial assessment at Level 1 reading and writing skills.

What does the qualification cover?

It prepares learners to work in a supervised capacity with children and teachers in schools.

What age range is covered?

Foundation stage to 16 years of age

How is it assessed?

Assessment is ongoing through portfolio evidence, and a workplace diary to support professional practice and course work.

Are practical placements required?

Yes, and the learner will have to undertake an enhanced CRB check.

How long does the qualification take to complete?

Up to one year.

Certificate

The Certificate qualification consists of five units and one optional unit.

Mandatory units:

Provide support for learning activities. Support children's development. How to keep children safe. Contribute to positive relationships. Provide effective support for your colleagues.

Plus one optional unit from the following:

Support literacy and numeracy activities. Support the use of information technology for teaching and learning. Provide displays.

Level 2 In Childcare, Learning and Development

Who is the qualification aimed at?

The Award in Childcare Learning and development is for anyone interested in working in Early Years

What are the entry requirements?

Learners will have to undergo an initial assessment at Level 1 reading and writing skills.

What does the qualification cover?

It prepares learners to work in a supervised capacity with children and their families in a variety of early years settings

What age range is covered?

Birth to 16 years of age

How is it assessed?

Assessment is by written assignments

Are practical placements required?

No

How long does the qualification take to complete?

20 weeks

***The qualification on its own does not qualify learners to practise in the workplace. In order to do this, learners must complete the Diploma at Level 2.**