

National Vocational Qualifications (NVQs)

What Are NVQs?

National Vocational Qualifications (NVQs) are competence-based qualifications that recognise the standard of work and experience gained by a candidate in their job role.

Choosing the appropriate qualification will enable your staff to identify that they have the skills and experience necessary to successfully and professionally complete their tasks, and will give them increased confidence to promote your organisation to your clients

NVQs focus on the work produced by the candidate and how they integrate their skills and strengths within their work environment. The candidate is awarded the qualification when they successfully meet the National Standards laid down by the Occupational Area Lead Bodies, such as the Management Standards Centre, Institute of Customer Service etc. This is done by them providing evidence of tasks carried out in the day-to-day course of their work.

The principle of a NVQ is the building of a portfolio of evidence to prove the competence of the candidate in a number of essential areas, all of which are related to the chosen vocational route.

NVQs are assessed in the workplace on a regular basis by a designated and highly trained NVQ assessor who will guide, motivate and support candidates to enable them to succeed within their working environment in a competent and confident manner.

What Are Modern Apprenticeships?

As with NVQs, Modern Apprenticeships have been introduced to give people the ability to show competence within an occupational area while, at the same time, working towards a nationally recognised qualification. They offer an exciting opportunity for younger and older employees to gain a nationally recognised qualification at a supervisory level without having to attend college.

Modern Apprenticeships are designed to cover the specific needs of an occupational area e.g. Administration, Customer Service, Management. They are made up of an NVQ at level 3 (in some cases level 4), a range of optional units, relevant core skills plus knowledge of the appropriate industry sector.

The aim is to equip the UK workforce with a high level of skills and knowledge that will motivate employees to grow and develop within their company.

Muir Slicer Associates Ltd will assist your company in every way possible to ensure that the appropriate qualification is selected and delivered with the minimum of disruption to your day-to-day work routine.

Qualifications For Entry

There are no formal educational entry qualifications required to start a NVQ or Modern Apprenticeship. However, for any qualifications being funded by Skills Development Scotland, candidates must be employed for a minimum of 16 hours a week, cannot be in fulltime education or have had a like qualification funded at the same level by Skills Development Scotland. They will be assessed to ascertain the most appropriate level of entry.

NVQ Levels

Muir Slicer Associates Ltd can provide some NVQs up to level 5.

As NVQs are assessed in the workplace, the candidate must hold a position that gives them access to the evidence they require to gather.

A benefit to you, as an employer, is that NVQs relate to the work your employees are involved with and can be used to monitor their progress.

NVQs And Modern Apprenticeships Available

Muir Slicer Associates Ltd can provide NVQ assessment in the following skill areas at various levels:

- Accounting
- Administration
- Customer Service
- Learning and Development
- Management
- Occupational Health and Safety
- Retail Skills

Modern Apprenticeships are also available in many of the skill areas outlined above.

How Long Does It Take To Complete A Qualification?

The time to complete an NVQ or Modern Apprenticeship varies depending upon the experience of the candidate, their level of commitment to achieving the qualification and the level of qualification being worked towards. As a rough guide a level 2 qualification can take between 6 and 12 months and a level 3 between 9 and 15 months. Modern Apprenticeships, due to their nature and design, tend to take slightly longer – anywhere between 12 and 24 months.

These timescales should only be taken as a rough guide as all candidates progress at different rates.

Certification

On completion of the NVQ or Modern Apprenticeship and successful verification by both Internal and External verifiers, the candidate will be awarded a certificate by the relevant awarding body e.g. City and Guilds or OCR. Candidates completing Modern Apprenticeships will also receive a certificate from the relevant industry lead body.