

# Level 2 IVQ Diploma in Training Skills(1106-02)



## Frequently asked questions-Centres

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# 1 About the new qualification

## **What level is the Diploma in Training Skills?**

This is accredited under the National Qualifications Framework (NQF) as a Level 2 qualification.

## **Can City & Guilds centres continue to offer the international 1104 qualification?**

No, the 1104 Certificate and Diploma are no longer available for registration or certification. The last assessment date for the 1104 qualification was December 2008.

## **What do centres need to do to offer the new qualification?**

If you previously offered City & Guilds 1104 at Certificate or Diploma level and now wish to offer the replacement qualification 1106-21 or 1106-22, you need to complete a fast track approval form. If you have not offered 1104 before, you will need to complete a Qualification Approval Form, available from your local office. New centres wishing to deliver the qualification are required to complete a Centre Approval Form and a Qualification Approval Form, available from your local/branch office.

## **How will this qualification be quality assured?**

The qualification will be quality assured in two ways:

- internally the management of the qualification and the assessment of the practical activities will be checked by an Internal Verifier within the centre.
- externally City & Guilds will appoint an External Verifier to monitor/check all aspects of the planning, management, delivery and assessment of the qualification on a regular basis.

## 2 About assessment of the qualification

### **How will the Level 2 IVQ Diploma in Training Skills (1106-02) qualification be assessed?**

Assessment will be by practical activities for each unit which are externally set and internally assessed. There will also be a summative multiple choice test consisting of 30 questions to be completed in a duration of one hour covering the four units which is externally set and externally marked.

### **Is there a sample question paper available for the summative multiple choice examination?**

Yes City & Guilds has produced a specimen paper which is available within the 1106-02 qualification handbook for centres.

### **Can centres use past multiple choice tests as examples for current candidates?**

No. These remain the property of City & Guilds and must be returned after the assessment.

### **Are there assessment activities for each unit?**

Yes, these are provided in the qualification handbook as evidence requirements. All activities must be successfully completed by the candidate.

### **How is the knowledge tested for the qualification?**

The knowledge is tested by a summative multiple choice (30 questions) assessment. This is externally set and externally marked. The timetable for each examination is listed on the online catalogue, available from your local office and the Walled Garden.

### **Is there an overall pass/credit or distinction grade for the qualification?**

No. Providing all the evidence criteria are met there and the summative multiple choice test passed, there is just one grade of pass.

### **How many times can a candidate be referred?**

Candidates can be referred only once when assessed for an item of the evidence requirement. They can retake an assessment after a period of seven days. If they do not pass on this occasion they are deemed a fail.

### **Can the trainer be the assessor and/or the assessor the workplace observer?**

Yes. There is no conflict of interest between these roles as the qualification is internally and externally verified.

### **Can the trainer be the Internal Verifier?**

Yes, provided they don't assess the qualification.

### 3 General FAQ's

#### **Will there be an opportunity for Assessors, Internal Verifiers and External Verifiers to gain a recognised qualification?**

The City & Guilds, Level 3 IVQ Specialist Advanced Diploma (1106-22) has units which are available specifically for Assessors (110), Internal Verifiers (111) and External Verifiers (112) to gain recognition. Please contact your local/branch office for further details.

#### **Can a prospective candidate gain any exemptions for this qualification by having passed 1104 Certificate/Diploma in Teaching and Training or 1105 International Assessor Award qualifications?**

There is no exemption or accreditation of prior learning for this qualification.

#### **Should a candidate who has achieved the existing 1104 Certificate in Training Skills take this qualification?**

It would be better for them to consider progressing to the Level 3 IVQ Diploma in Teaching, Training and Assessing Learning (1106-21).

#### **What do guided learning hours actually mean?**

It is the amount of time a candidate will be expected to achieve the knowledge and evidence requirements involved for each unit. This does not have to be solely class contact time; but can combine class time, tutorials, self study, research and if available e-learning. Providing the aims, outcomes and knowledge requirements are met, centres have the flexibility to deliver the qualification in as many hours as they deem appropriate.

#### **Can I deliver other topics besides those in 1106-02?**

Yes, for example to address local, organisational or government needs, providing this is not at the detriment of the course content.

#### **Is unit accreditation (Certificate of Unit Credit or CUC) available if a candidate does not complete or achieve all the units?**

No, where candidates do not achieve all the units but are successful in some of them they will only receive a Notification of Results.

#### **Do we have to use the documents and proformas provided by City & Guilds?**

We strongly recommend the use of the proformas supplied. If a centre wishes to use their own documentation, these should be agreed with the External Verifier to ensure all required criteria are covered.

#### **Why does this qualification have more documentation than previous qualifications?**

This has been produced to enable centres to ensure quality of practice, provide constructive feedback to candidates, and support all those involved in managing, teaching, assessing and quality assuring the qualification. The following documentation is available:

- Tutor
- Assessor
- Nominated Observer
- Internal Verifier
- External Verifier.

**Is the assessment documentation available electronically?**

Please contact your local/branch office for the electronic versions that have been produced to support this qualification.

**What are the candidate entry requirements?**

There are no formal entry requirements; however, candidates must demonstrate a reasonable level of English language and literacy skills (Except in China). They should also have a teaching, training or coaching position, or be given a work placement to allow them to achieve the practical aspects of the qualification.

**Should candidates have a recognised qualification in the subject that they wish to teach, train or coach?**

It is recommended that they hold a recognised qualification at the right level for their country. If there is any doubt about this guidance should be sought from the external verifier.

**What are the requirements of the staff who will deliver the qualification?**

Staff should be qualified and technically competent and experienced at a level above that which they will deliver and assess. If there is any doubt about this guidance should be sought from the external verifier.

**Is there a level 1 qualification developed in this area which will allow progression to 1106-02?**

Yes. The Introductory Award in Training Skills (1106-01) is a one unit Level 1 qualification delivered over two days. All resources are provided; and delivered, assessed, and internally quality assured by the centre. There is external verification in the same way as for the 1106-02 more details are available for your local office.

**Is there a progression route for 1106-02 candidates?**

The qualification provides a number of opportunities for progression in both within City & Guilds framework of qualifications and those available in the country that offers it. Progression to the Level 3 IVQ in Teaching, Training and Assessing Learning is possible providing candidates meet the entry requirements.