

# Level 1 Introductory Award in Training Skills (1106-01)



Frequently asked questions (Learners)

www.cityandguilds.com  
June 2010  
Version 1.0

## Contents

<b>1</b>	<b>General</b>	<b>2</b>
Q1.	What level is the new Introductory Award in Training Skills?	2
Q2.	Are there any learning materials available?	2
Q3.	What are the candidate entry requirements?	2
Q4.	What is the progression route for 1106-01 candidates?	2
Q5.	How long is the course?	2
Q6.	Can I keep all my documents?	2
Q7.	Do candidates need prior experience of delivering training?	2
Q8.	Do candidates require IT skills?	2
Q9.	What is the minimum age a candidate must be in order to take the qualification?	2
<b>2</b>	<b>Assessment</b>	<b>3</b>
Q10.	Why is a two and three day version of the course offered?	3
Q11.	How will this qualification be quality assured?	3
Q12.	How is the qualification graded?	3
Q13.	What is the purpose of the multiple choice quiz?	3
Q14.	How will the 1106-01 qualification be assessed?	3
Q15.	When do candidates receive their results from the multiple choice quiz?	3
Q16.	How soon will I receive my certificate for the qualification?	3

# 1 General

**Q1. What level is the new Introductory Award in Training Skills?**

This is broadly a UK equivalent Level 1 qualification Question

**Q2. Are there any learning materials available?**

All handouts are provided by your centre

**Q3. What are the candidate entry requirements?**

There are no formal entry requirements for candidates undertaking this qualification. However, candidates should have a reasonable level of language and literacy skills in English

**Q4. What is the progression route for 1106-01 candidates?**

Progression would be to the IVQ Diploma in Training Skills 1106-02 and Advanced Diploma in Teaching, Training & Assessing Learning at Level 3 (1106-21). This is possible providing candidates meet the entry requirements.

**Q5. How long is the course?**

The course is delivered over two or three days, either consecutive or to suit the centre and candidates. (Minimum guided learning hours is 12 or 18 hours)

**Q6. Can I keep all my documents?**

You may keep all handouts and activities used during the course and centres will retain other documentation. You must not retain the multiple choice quiz Question

**Q7. Do candidates need prior experience of delivering training?**

No. This course is aimed at people who may train others in their place of work in routine and/or basic tasks.

**Q8. Do candidates require IT skills?**

No. This is not a requirement of the course.

**Q9. What is the minimum age a candidate must be in order to take the qualification?**

The **minimum** age limit attached to candidates undertaking the qualification is 18, unless there is a requirement by local, regional or national law.

## 2 Assessment

**Q10. Why is a two and three day version of the course offered?**

Originally the award was for only 2 days (12 hours), however, in response to centres needing more time for delivery of basic theory of training and assessing because of candidates with English as a second language, the need for more explanation, discussion and a longer presentation time is greater. Therefore a three day (18 hours) course covering the same learning is allowed.

**Q11. How will this qualification be quality assured?**

This qualification will be quality assured in two ways:

Internally- The management of the delivery and practical activities, observation checklists, and multiple choice quiz responses should be sampled.

Externally- City & Guilds will appoint an External Verifier to monitor/check the assessment and internal quality assurance carried out by centres on a regular basis.

**Q12. How is the qualification graded?**

Grading of activities for this qualification is pass, refer or fail. If you fail the practical aspect, you will need to re-take the full course again in the future. If you fail the multiple choice quiz after professional discussion, you may retake a different version at the discretion of the centre within a four week period or re-take the full course again.

**Q13. What is the purpose of the multiple choice quiz?**

The intention of the quiz is to ensure that you have absorbed the knowledge from the course. There are 15 questions to be completed within 30 minutes.

**Q14. How will the 1106-01 qualification be assessed?**

The qualification is assessed by each candidate delivering a ten or fifteen minute training session demonstrating practical training skills **and** completing a multiple choice quiz to test knowledge.

**Q15. When do candidates receive their results from the multiple choice quiz?**

The results are issued at the end of the second day in the programme.

**Q16. How soon will I receive my certificate for the qualification?**

Centres can apply for certification upon completion of the qualification. In normal circumstances certificates will be issued within one month of application.