

9980 Free-standing Unit Warehouse

June 2012 Version 1.0



Unit Warehouse at a glance

Subject area	Unit Warehouse A collection of free-standing units from a range of vocational sectors, packaged to support personalised learning programmes. It is particularly suitable for unemployed learners.
City & Guilds number	9980
Age group approved	All
Entry requirements	None
Assessment	All of the units available through the Unit Warehouse are portfolio-assessed
Fast track	<p>Approval is automatic for centres approved to offer the Employability and Personal Development (7546) qualifications.</p> <p>For other centres, a streamlined approval process operates – see approval form on the 9980 qualification page</p>
Support materials	<p>This administration guide</p> <p>Unit packs in the following volumes:</p> <ul style="list-style-type: none">• Entry level• Level 1• Levels 2 and 3
Registration and certification	There are no Last Registration or Last Certification dates for the Unit Warehouse, although units will be periodically added or withdrawn.



Contents

1	Introduction	4
2	Centre requirements	5
	Approval	5
	Resource requirements	5
	Candidate entry requirements	6
3	Delivering units from the Unit Warehouse	7
	Initial assessment and induction	7
	Recording documents	7
4	Assessment	8
	Units included in the Unit Warehouse	8
	Assessment strategy	8
	Recognition of prior learning (RPL)	8
Appendix 1	Relationships to other qualifications	9
Appendix 2	Sources of general information	10



1 Introduction

This document provides an overview of the Unit Warehouse. It should be read in conjunction with the relevant Unit Pack for any units accessed through the Unit Warehouse.

Area	Description
What is the Unit Warehouse?	The Unit Warehouse is a collection of free-standing units from the Qualifications and Credit (QCF) framework. It is not a qualification, though each unit achieved through the Unit Warehouse is recognised on a Certificate of Unit Credit (CUC).
Who is the Unit Warehouse for?	It is designed to support personalised learning programmes that are either very short or involve accessing units from a range of vocational areas.
Is there a Unit Warehouse qualification?	No – the Unit Warehouse is an administrative pathway for accessing free-standing units. There are no rules of combination and no Qualification Certificates are awarded.
What opportunities for progression are there?	All of the units available through the Unit Warehouse are also available as part of at least one City & Guilds qualification. Units achieved through the Unit Warehouse units can therefore support progress towards these qualifications, as well as helping learners to gain confidence and other skills needed to access other learning.

Please note all of the units contained within the Unit Warehouse are linked within our systems to their 'parent' qualification(s). If learners are subsequently registered for that qualification(s), any units already achieved through the Unit Warehouse will be counted automatically.



2 Centre requirements

Approval

If your Centre is approved to offer the Employability and Personal Development qualifications (7546) this includes automatic approval for the Unit Warehouse.

All other City & Guilds centres can apply for approval using a streamlined Qualification Approval (QAP) form, available from the Unit Warehouse (9980) webpage. This form may **only** be used to apply for approval to offer the Unit Warehouse.

New centres will need to gain both centre and qualification approval. Please refer to the *Centre Manual - Supporting Customer Excellence* for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of any units they intend to access from the Unit Warehouse before designing a course programme.

Resource requirements

None of the units available through the Unit Warehouse have detailed or highly prescriptive resource requirements. Centres must ensure that they are able to provide the necessary physical resources for any units they access through the Unit Warehouse.

Staff accessing units from the Unit Warehouse must be occupationally competent and familiar with the technical content of any units they are delivering. This knowledge must be to at least the same level as the training being delivered.

Centre staff may undertake more than one role, eg tutor and assessor or internal quality assurer, but cannot quality assure their own assessments.

Assessors and Internal Quality Assurer

Centre staff are strongly encouraged to hold, or be working towards, the relevant Assessor and/or Internal Quality Assurer qualification(s) for their role in delivering, assessing and quality assuring units available through the Unit Warehouse.

If the Assessor and Internal Quality Assurer qualifications are mandatory for any particular units, this will be indicated in the unit pack.

Continuing professional development (CPD)

Centres must support their staff to ensure that they have current knowledge of the occupational area, that delivery, mentoring, training,

assessment and quality assurance is in line with best practice, and that it takes account of any national or legislative developments.

Candidate entry requirements

None of the units available through the Unit Warehouse have any specific entry requirements. However, centres must ensure that candidates have the potential and opportunity to gain any units they work towards.

Age restrictions

None of the units available through the Unit Warehouse are subject to age restrictions.



3 Delivering units from the Unit Warehouse

Initial assessment and induction

An initial assessment of each candidate should be made before the start of their programme to identify:

- that they are working towards appropriate units at a level they are capable of achieving
- if the candidate has any specific training needs,
- support and guidance they may need when working towards any units accessed through the Unit Warehouse, and any other qualifications or units they might be working towards as part of their programme.
- any units they have already completed, or credit they have accumulated which is relevant to their programme.

We recommend that centres provide an induction programme so the candidate fully understands the requirements of the units they are working towards, their responsibilities as a candidate, and the responsibilities of the centre. This information can be recorded on a learning contract.

Recording documents

Candidates and centres may decide to use a paper-based or electronic method of recording evidence for units available through the Unit Warehouse.

City & Guilds endorses several ePortfolio systems, including our own, **Learning Assistant**, an easy-to-use and secure online tool to support and evidence learners' progress towards achieving qualifications. Further details are available at: www.cityandguilds.com/eportfolios.

City & Guilds has developed a set of *Recording forms* including examples of completed forms, for new and existing centres to use as appropriate. *Recording forms* are available on the City & Guilds website.

Although new centres are expected to use these forms, centres may devise or customise alternative forms, which must be approved for use by the external verifier, before they are used by candidates and assessors at the centre. Amendable (MS Word) versions of the forms are available on the City & Guilds website.



4 Assessment

Units included in the Unit Warehouse

Full details of all the units available through the Unit Warehouse can be obtained from the following unit packs:

- Entry level
- Level 1
- Levels 2 and 3.

Assessment strategy

All of the units available through the Unit Warehouse are assessed by portfolio. For details of specific unit outcomes and assessment criteria that must be evidenced, **please consult the relevant unit pack.**

Recognition of prior learning (RPL)

Recognition of prior learning means using a person's previous experience or qualifications which have already been achieved to contribute to a new qualification. Unless indicated otherwise for particular units, RPL is generally allowed for units available through the Unit Warehouse.



Appendix 1 Relationships to other qualifications

Links to other qualifications

Units from the Unit Warehouse may be accessed alongside any number of City & Guilds qualifications, although the following qualifications are likely to be especially relevant:

- Employability and Personal Development qualifications (7546) – see **www.cityandguilds.com/employability**
- Employment and Personal Learning at Work qualifications (7591)
- Functional Skills qualifications (England) – see **www.cityandguilds.com/functionalskills**
- Essential Skills qualifications (Northern Ireland) – see **www.cityandguilds.com/essentialskillsni**
- Essential Skills Wales qualifications – see **www.cityandguilds.com/esw**



Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on **www.cityandguilds.com**.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information such on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Qualifications and Credit Framework (QCF):** general guidance about the QCF and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for GOLLA/e-volve assessments.

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Useful contacts

UK learners

General qualification information

T: +44 (0)844 543 0033

E: learnersupport@cityandguilds.com

International learners

General qualification information

T: +44 (0)844 543 0033

F: +44 (0)20 7294 2413

E: **intcg@cityandguilds.com**

Centres

Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: **centresupport@cityandguilds.com**

Single subject qualifications

Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

F: +44 (0)20 7294 2404 (BB forms)

E: **singlesubjects@cityandguilds.com**

International awards

Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: **intops@cityandguilds.com**

Walled Garden

Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: **walledgarden@cityandguilds.com**

Employer

Employer solutions, Mapping, Accreditation, Development Skills, Consultancy

T: +44 (0)121 503 8993

E: **business@cityandguilds.com**

Publications

Logbooks, Centre documents, Forms, Free literature

T: +44 (0)844 543 0000

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City & Guilds Group

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Land Based Services (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

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HB-004-9980