

## ACCREDITATION CENTRE NVQ NEWS LETTER APR 10

### Purpose of the Newsletter

To ensure that all that all NVQ Candidates and A1 Assessors are kept up-to date up with important Accreditation information, please ensure that this news letter is given the widest distribution.

### Centre Details

There are currently no changes to Centre Staff. Continuity is the key to success.

### Enrolment of SAC Fire Fighters

The Centre will shortly enrol SAC firefighters onto the Apprenticeship scheme. In total there is 100 learners to be enrolled before the end of Jul 10. The intent is to start with RAF Brize Norton, the exact details of the remaining stations will be provided in the near future. As a starting point please brief all potential learners that they can now pro-actively start gathering evidence from the Assessors guide sent to all units. Please note personnel OOA will not be disadvantaged and will be eligible for enrolment on their return.

### A1 Assessors

To ensure that all learners are fully supported in the workplace, Sgt Andy Gibson delivered a A1 workshop 30 - 31 Mar 10 to enrol 14 new Assessors.

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### Standardisation Meetings

The next standardisation meeting will take place at RAF Northolt at the end of May 10 (time and date TBC). To ensure continued success, it is requested that all A1 and WT A1 Assessors who are not on essential duty attend. The meeting will provide the opportunity to brief personnel on important developments happening over the next few months. Additionally, the meeting will also be a CPD event and evidence check for the A1 award.

### Key Skills Qualification

There is a requirement for some learners to complete their Key Skills prior to being enrolled on the Apprenticeship scheme. As part of this process the Centre delivered a workshop between 6 - 7 April. To provide continuity the next workshop is planned for 26 - 27 April. All learners yet to complete Key Skills should contact the centre for further information. Please note; without this qualification, you can not be enrolled on the Apprenticeship award.

### **Training Manager Info**

Please note, Continuation Formal Training (CFT) is a formal part of the Recruit course and it is mandatory for all personnel to complete the necessary elements within 6 months from graduation. On completion the documentation is to be sent to Station Officer Paul Wilkinson with IPDS at DFTDC for recording.

### **Candidate Progress Charts**

It is imperative that Training Managers liaise with their Assessors to ensure that the candidate progress charts are received by this centre by 5th of the month. Failure to comply may result in an individual not receiving their award.

### **Continuous Professional Development (CPD)**

Personnel working towards their A1 assessor award are reminded to complete their CPD record from Feb- Aug. 25 hours per year is required as an absolute minimum. If you require any further information on CPD please contact the Centre.

### **Equipment for Apprenticeship**

To support learning all Training Managers should now be in possession of the following equipment;

1 x Camera complete with SD Card

1 x Printer

If you encounter any problems or require new printer cartridges please contact the Centre.

### **Portfolios**

All Level 2 Portfolios are to be indexed before submitting them to the Centre. This means numbering pages from unit 201 to the final unit. An index sheet is within the portfolio and should be photocopied to cover all the pieces of evidence. The Centre will not accept portfolios not indexed.

### **Congratulations**

The following Fire Fighters have successfully completed their Apprenticeship. An award presentation will take place as part of the Recruit firefighter pass out parade at DFTDC Manston in Jun 10 (further details to follow)

SAC Thornbury

SAC Lloyd

SAC Gregson

SAC Allum

SAC Bennet

SAC Brown

SAC Ball

SAC Johnson

SAC McIntyre