

## ACCREDITATION CENTRE NVQ NEWS LETTER JUN 11

### Purpose of the Newsletter

The purpose of this news letter is to keep all NVQ Candidates and A1 Assessors up to date with important information happening from within the centre.

### Centre Location

As part of the new Training Support Section (TSS) we have moved into the old IPDS building and have offices on the top floor. The Centre can be contacted by the following;

FS Almond – [mark.almond@dftdc.org](mailto:mark.almond@dftdc.org)

Ext 6226

Sgt Gibson – [andy.gibson@dftdc.org](mailto:andy.gibson@dftdc.org)

Ext 6223

Sgt Henderson - [jamie.henderson@dftdc.org](mailto:jamie.henderson@dftdc.org)

Ext 6224

Tricia Mullen – [accredom@dftdc.org](mailto:accredom@dftdc.org)

Ext 6225

### Change of Personnel

Congratulations to Sgt Mick Ratten for his promotion and becoming S Fire O at RAF Honington from July 11. The Centre welcomes Sgt Jamie Henderson who will replace Mick and become the new Apprenticeship Manager. The Centre would like to thank Mick for his excellent contribution towards delivering the Apprenticeship and supporting the Trade and wish him and his wife all the best for the future.

### A1 Assessor Award

The Centre hosted a very successful EV visit on 14 Feb 11. The Centre has now direct claims for this award. Sgt Andy Gibson has worked extremely hard to gain direct claims and should be congratulated for his professionalism. This will certainly benefit the Trade.

### AIP

Due to Go Skills suspending printing of Apprenticeship certificates, learners who have completed their award can use the NVQ Certificate to claim their AIP. Any personnel having problems with PSF are to contact this Centre.

### Standardisation Meeting

There will be a standardisation meeting on the 15 June 2011 commencing at 1300 in the Sgt Mess conference room RAF Brize Norton.

### Visits to Stations

The Centre has successfully carried out visits to all fire stations within the last six months and have carried out assessor observations to over 80% of our assessors and interviewed learners. The Centre has now planned for the next six months and still require correspondence with dates from the following Stations;

RAF Northolt & 2 Group – Sept 11

RAF Marham & Honington – Oct 11

RAF Waddington – Dec 11

### A1 Assessor Info

All assessors registered with the Centre are mandated to provide the following;

CV (updated annually Apr)

CPD (Jan-Jun) (July- Dec)

TOR's (signed annually Dec)

### Candidate Progress Charts

A polite reminder that the Centre requires progress charts to arrive by the 5<sup>th</sup> of every month. Please include all learners that are due to go OOA or have injuries affecting Learners completing their award. This information will be annotated on the PDM tracker system.

### Training Assessment Quality Assurance (TAQA) Qualification

From now all new Assessors enrolled with this Centre will undertake the new TAQA qualification. The following will apply;

**Level 3 Award in Understanding the Principles and Practices of Assessment – Unit 1**

**Level 3 Award in Assessing the Competence in the Work Environment – Unit 2**

**Level 3 Award in Assessing the Vocationally Related Achievement – Unit 3**

More information will be available at the next standardisation meeting in June.

### 12 Weekly Progression Reviews

Could all lead assessors ensure that all 12 weekly progression reviews arrive at the Centre on time for all candidates on the Apprenticeship team. They need to be at the Centre by COP on Thursday before due date.

### Apprenticeship Paperwork

All Candidates who have completed their portfolio and have been informed that it has met the required standard are to carryout the following actions with their Assessor;

**Exit review**

**Apprenticeship Questionnaire  
Feedback Questionnaire**

**Congratulations**

To date the Trade have completed the following;

**60** Candidates NVQ Level 2 Aviation OPS

**24** Candidates NVQ Level 2 Diploma Aviation OPS

Congratulations to the following personnel who have completed their A1 Award;

WO Ian Sopp      WO Mark Gray

Sgt Lee Goupillot   Sgt Lionel Blair

Sgt Simon Marsh   Cpl Jason Simpson

Cpl Graham Fowles

Congratulations to the following personnel who have gained recognition through the Institution of Fire Engineers;

**FIFireE**

**GIFireE**

FS Mark Almond

Cpl Jim Millington

**TIFireE**

FS Sam Fox

FS Dave Jessop

Sgt Mick Ratten

Sgt Andy Gibson

Sgt Lionel Blair

Sgt Deano Saunders

Sgt Al Thomson

Sgt Al Hadfield