



## Multi Trades Training - Induction and welcome pack

### Introduction

Congratulations you have just completed the first part of your journey to become qualified in your sector. This qualification will assess your competencies in your area of expertise enabling you to unlock your full potential in working life.

You will see and hear the word competence within this document and the qualification. Competence is defined as 'the combination of skills, experience and knowledge that a person has and their ability to apply them to perform a task safely.' - HSE

### What's in the pack?

- Details of our policies - this protects you the learner, us and the awarding body. You will be given a snapshot of these policies within the induction, however it is advisable that you read them in full. They are available on our website - [www.mttraining.co.uk](http://www.mttraining.co.uk).
- A link to the induction checklist - once you have read the policies and the further related details you will be directed to Survey Monkey which will ask you some questions relating to the induction that you have just read (don't worry this is not a test). **We cannot carry out any assessments prior to you completing the Survey Monkey.**
- Your NVQ questions - this is 70% of the qualification and will need to be completed before the 2nd visit. You can write them on your computer or you can request a hard copy.
- **Your assessor will advise which units you need to complete based on your job role.**

### How am I assessed?

You have already completed the 1st and 2nd stage towards your qualification so what now?

### Prelims

1. Complete your online Survey Monkey questionnaire
2. We will register you on the programme within 1 day of completing your Survey Monkey questionnaire
3. You will get access to our e-portfolio system and you will receive an email from Quals Direct with your login details. As soon as you have access you can start your NVQ questions – There is an option to have your NVQ questions completed verbally. However there is an additional fee for this
4. You will receive a phone call/ email from your assessor within 5 working days on receipt of the Survey Monkey to arrange a visit and to agree an assessment plan.



#### **5. Level 2 and 3 trades - sources of evidence**

Take as many photographs and / or videos of you working as possible - thinking about the whole job. For example:-

- Working on scaffold/ ladders
- Different types of waste disposal and environmental considerations on-site
- Lifting techniques/ manual handling
- Site documentation that you have completed (site inductions and toolbox talks)
- Working on different tasks/ jobs linked to your NVQ
- Wearing appropriate PPE at all times!
- You should take photographs at the beginning, middle and end of the job/ task (eg, fitting a door lining - a photo of making the lining, a photo of putting the lining in then a photos of the finished job showing it is level, plumb and free of twist).

#### **6. Management and Supervision - sources of evidence**

- Chaired Meetings by you
- E-mails or other sources of communication within the workplace
- Risk assessments and method statements (produced by you)
- Work programmes and schedules (produced by you and signed by your employer/ Supervisor)
- Site inductions (delivered by you)
- Scheduling of site equipment maintenance and completion notes
- Fire and first aid procedures/ extinguisher checks ect
- time sheets - (signed by you)
- Snagging lists
- Specifications
- Copies of any appraisals carried out with staff together with any targets or disciplinary notes (please block out any names to make it anonymous)

7. Your assessor will visit you usually once you have completed your NVQ questions. Your assessor will be on hand to help with your NVQ questions



### On-Site Observation/ Assessment

8. Your assessor will need to check your Identification
9. Your assessor will usually video you working on a job. The assessor will ask you questions relating to the task in hand to confirm or infer competence.
10. Your assessor may want to see work that you have previously completed
11. Your assessor will need to verify with your employer or supervisor on video or Dictaphone concerning the quality of work to further confirm competence
12. Your assessor will give you feedback and update your assessment plan for your next visit
13. Your second and final visit if needed will repeat the above process

### Completion and sign off

14. Your assessor will contact you with the good news that you have achieved your qualification (subject to verification) once the assessor has fully assessed your portfolio of evidence.
15. The internal verifier will check the validity of your assessed work and forward it for external verification
16. The external verifier will check the validity of the internal verifier and once confirmed the external verifier will release the certificate
17. The external verifier is able to remotely sample your NVQ so there is a fast turnaround for certification



## Induction

Why induct?

You are required to know about our policies procedures and how they relate to the awarding body standards. It is also an opportunity for you to ask any questions prior to the commencement of your qualification.

Please remember that full policies and procedures can be found on our website

Statements, policies and procedures

- Identification - You need to have identification with you for your first visit. This must include 1 form of ID from

1 from Group A	1 From Group B
A valid driving licence from any country A current valid passport from any country National Insurance Number A CSCS card	Bank Statement Phone bill Utilities bill HMRC correspondence

- The registration and assessment system - You must be registered prior to assessment. This is to coincide with the appeals procedure and awarding body regulations
- The awarding body - NOCN - Cskills awards.
- The awarding body is regulated by Ofqual . We work within the regulations of NOCN and uphold the quality and validity on their behalf
- The appeals procedure - if you are unhappy with a result of an assessment you should follow our procedure (which can be found on our websites under the policies section)
- VACS - all assessments carried out should be Valid Authentic Current and Safe
- Recognition of Prior learning - you are required to complete a skills scan on the Survey Monkey Questionnaire. We will then map these skills into your NVQ and take into consideration any previous qualifications and experience.



- Equality and Diversity - this can be found on our website under the 'Policies' section
- Disability, difficulties and extra support - we are committed to ensuring all learners are given the same opportunities regardless of barriers. Therefore on the Survey Monkey Questionnaire you will need to be open and honest so that we can support you efficiently whilst undertaking your NVQ
- GDPR we work within the data guidelines and will only share your details with the awarding body. Your details are kept on a secure server and shared with only the assessors within our organisation

Once you have read the above statements and the policies online please click on your Qualification Link below to be taken to the Survey Monkey Questionnaire

Don't worry if you are not confident with some of the elements listed - you may only need to do certain tasks. The Questionnaire is designed to assist the assessor on the required units necessary to assess you.

**You must complete this questionnaire before you are registered**

[Click here to access and complete your sign-up questionnaire](#)



## NVQ question guidelines

Your NVQ questions will ask you to do something for example - list or explain. Please use the table below to assist you with writing your answers.

Assessment/Command word	Definition
<b>List</b>	Write a list of the main items (not sentences).
<b>State</b>	Point out or list the main features.
<b>Define</b>	To state the meaning of something using the correct terms.
<b>Identify</b>	Give all the basic facts which relate to a topic.
<b>Outline</b>	Write a clear description but without going into too much detail
<b>Demonstrate</b>	Show that you can do a particular activity or skill.
<b>Explain</b>	Make your point clear by providing sufficient detail.
<b>Describe</b>	Give a clear, straightforward description which includes all of the main points.
<b>Summarise</b>	Write down or articulate briefly the main points or essential features.
<b>Discuss</b>	To present an argument for and against.
<b>Explain</b>	Give logical reasons to support your view.
<b>Describe</b>	Give a full description including details of all the relevant features.
<b>Demonstrate</b>	Prove you can carry out a more complex activity.



<b>Justify</b>	Give reasons for the points you are marking so that the marker knows how you arrived at that conclusion.
<b>Suggest</b>	Give your own ideas and thoughts.
<b>Assess</b>	Evaluate in terms of advantages and disadvantages.
<b>Analyse</b>	Identify several relevant factors, show how they are linked, and explain the importance of each.
<b>Evaluate</b>	Bring together all of your information and make a judgement on the importance or success of something.
<b>Recommend</b>	Suggest changes or improvements.
<b>Make recommendations</b>	Make relevant and appropriate suggestions; usually for improvement.
<b>Select and demonstrate</b>	Select several relevant examples or pieces of related evidence which clearly support the arguments you are making. This may include showing particular practical skills.
<b>Review</b>	Consider each factor in turn, providing a description and explanation of their uses, strengths and weaknesses, making recommendations.