



## Course Brochure 2013

SVT is an established international training provider leading the field in Health & Safety, Health & Social Care and Management Vocational Qualifications. The company is firmly established as a provider of internationally recognised accredited qualifications at levels 3 – 7.

Our clients include individuals seeking to upgrade their professional qualifications, private businesses, local authorities and multi nationals providing training and qualifications to staff to meet their legal obligations.

We offer tailored training solutions that have been designed to fit around the learners and employers busy work schedule. Our team of Tutors, Assessors and Internal Verifiers have a breadth of knowledge and experience in their field and have operated in high levels of management positions in a variety of sectors

Vocational training is performance based therefore gathering evidence to prove your competency should fit into your normal work routine.

We are proud to have Direct Claim Status with awarding bodies such as OCR, ILM and City and Guilds which allows us to claim our candidate's certificates direct from the awarding body on completion of candidate's award. The twice yearly External Verification audits satisfy the awarding bodies that we consistently meet their high standards and comply with national occupational standards.

Many of our candidates subscribe to a professional career plan which takes them from a level 2, 3 or 4 qualification and onwards to levels 5 and 7 and other higher or complimentary qualifications as part of their learning experience with us.

Not only do our online vocational courses let you continue to do your job while improving your skills, they also allow you to study at your own pace.

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## **Level 3 NVQ Certificate in Occupational Health & Safety**

### **COURSE OVERVIEW**

This qualification is suitable for those in the area of general health and Safety practice in the workplace, and aims to support and develop good practice and awareness of all aspects of health and safety in the working environment; including the identification, monitoring and control of workplace hazards and risks.

This course is available through both OCR and City and Guilds. Each body makes this course available in different geographical regions of the world, please contact us for further information on course availability.

### **COURSE STRUCTURE**

To gain this qualification you must complete a total of 7 units, 5 of which are mandatory and 2 optional units of your choice.

### **COURSE FORMAT**

The learning material is provided electronically with a guidebook and assessment plan. The Tutorial/Assessment team will monitor your progress to offer you support and guidance throughout your course.

### **ASSESSMENT**

Assessment is by production of a personal portfolio demonstrating understanding and application of the standards at this level. A workplace observation and/or a professional discussion may form part of the evidence for this award.

### **PROFESSIONAL MEMBERSHIPS**

Affiliation or Technician membership of IOSH is available upon successful completion of this qualification. Membership of other professional bodies may also be available.

## **Level 5 NVQ Diploma in Occupational Health & Safety Practice**

### **COURSE OVERVIEW**

This qualification is suitable for those in the area of health and safety practice who have authority, influence and autonomy, and aims to develop and implement good practice within a wide range of health and safety matters within the workplace.

This course is available through both OCR and City and Guilds. Each body makes this course available in different geographical regions of the world, please contact us for further information on course availability.



## **COURSE STRUCTURE**

To gain this qualification you must complete 10 mandatory units.

## **COURSE FORMAT**

The learning material is provided electronically with a guidebook and assessment plan. The Tutorial/Assessment team will monitor your progress to offer you support and guidance throughout your course.

## **ASSESSMENT**

Assessment is by production of a personal portfolio demonstrating understanding and application of the standards at this level. A workplace observation and/or a professional discussion will form part of the evidence for this award.

## **PROFESSIONAL MEMBERSHIPS**

Graduate membership of IOSH is available upon successful completion of this qualification. Following the criteria set by IOSH, candidates with this qualification can upgrade to Chartered membership status. Membership of other professional bodies may also be available.

# **ILM NVQ Level 3 Certificate in Management**

## **COURSE OVERVIEW**

This qualification is aimed at first line managers in all occupations and sectors who are responsible for managing budgets, allocating work to team members/ colleagues and contractors, achieving specific results and some degree of decision making. This allows you to develop your management performance, become more effective and progress your management career path.

## **COURSE STRUCTURE**

To gain this qualification you must achieve a total of 25 credits. 14 are available for the mandatory units and a further 11 from a range of optional units.

## **COURSE FORMAT**

The learning material is provided electronically with a guidebook. The Tutorial/Assessment team will monitor your progress to offer you support and guidance throughout your course.

## **ASSESSMENT**

Assessment is by production of a personal portfolio demonstrating understanding and application of the standards at this level.

## **PROFESSIONAL MEMBERSHIPS**

Six months free membership with ILM upon registration. Full membership of the institute of Leadership and Management is available upon successful completion of this qualification and is dependent on experience. Membership with other professional bodies such as the Chartered Management Institute may also be available.



## **ILM NVQ Level 5 Diploma in Management**

### **COURSE OVERVIEW**

This qualification is aimed at those in a management role across all occupations and sectors of employment who may be involved in activities as part of their job role including: managing business processes, developing and implementing our operational plans, planning and implementing change and managing finance. The qualification allows a candidate to quantify their competency at managerial level upon successful completion.

### **COURSE STRUCTURE**

To gain this qualification you must complete 4 mandatory units, amounting to 23 credits and a choice of optional units, with a minimum total of 15 credits.

### **COURSE FORMAT**

The learning material is provided electronically with a guidebook. The Tutorial/Assessment team will monitor your progress to offer you support and guidance throughout your course.

### **ASSESSMENT**

Assessment is by production of a personal portfolio demonstrating understanding and application of the standards at this level.

### **PROFESSIONAL MEMBERSHIPS**

Six months free membership with ILM upon registration. Full membership of the institute of Leadership and Management is available upon successful completion of this qualification and is dependent on experience. Membership with other professional bodies such as the Chartered Management Institute may also be available.

## **ILM NVQ Level 7 Diploma in Management**

### **COURSE OVERVIEW**

This qualification is aimed at managers at a Senior level who are responsible for the control of activities and work output of other managers, who have the ability and the opportunity to demonstrate recognisable management and leadership skills, for example improving organisational performance, providing leadership, encouraging innovation, developing a strategic business plan, managing risk, planning the workforce and managing a programme of complimentary projects.

### **COURSE STRUCTURE**

To gain this qualification, you must complete the 3 mandatory units, amounting to 27 credits, and a choice of optional units with a minimum total of 18 credits.



## **COURSE FORMAT**

The learning material is provided electronically with a guidebook. The Tutorial/Assessment team will monitor your progress to offer you support and guidance throughout your course.

## **ASSESSMENT**

Assessment is by production of a personal portfolio demonstrating understanding and application of the standards at this level.

## **PROFESSIONAL MEMBERSHIPS**

Full membership, leading to Fellow membership, of the Institute of Leadership and Management is available upon successful completion of this qualification and is dependent on experience. Membership of other professional bodies such as the Chartered Management Institute may also be available with this qualification.

# **ILM VRQ Level 4 Diploma in Leadership and Management**

## **COURSE OVERVIEW**

The level 4 Diploma in Leadership and Management is designed for new and aspiring middle managers. This qualification help learners to really get to grips with their role, gain comprehensive business knowledge and develop the technical skills they need to lead effectively at this level.

## **COURSE STRUCTURE**

You have a choice of a range of optional units for this qualification allowing you to select the most relevant to your job role. The units must have a minimum credit value of 37 in total.

## **COURSE FORMAT**

The learning material is provided electronically with a lesson plan, which includes a workbook to provide the knowledge and theory, and work based assignments that include a marking matrix to demonstrate competency. The Tutorial/Assessment team will monitor your progress to offer you support and guidance throughout your course.

## **ASSESSMENT**

Assessment is by production of a personal portfolio demonstrating understanding and application of the standards at this level.

## **PROFESSIONAL MEMBERSHIP**

Six months free membership with ILM upon registration. Full membership of the institute of Leadership and Management is available upon successful completion of this qualification and is dependent on experience. Membership with other professional bodies such as the Chartered Management Institute may also be available.



## **ILM VRQ Level 5 Diploma in Leadership and Management**

### **COURSE OVERVIEW**

The Level 5 Diploma in Leadership and Management is designed for practicing middle managers, helping them to develop their skills and experience, improve performance and prepare for senior management responsibilities.

### **COURSE STRUCTURE**

You have a choice of a range of optional units for this qualification allowing you to select the most relevant to your job role. The units must have a minimum credit value of 37 in total.

### **COURSE FORMAT**

The learning material is provided electronically with a lesson plan, which includes a workbook to provide the knowledge and theory, and work based assignments that include a marking matrix to demonstrate competency. The Tutorial/Assessment team will monitor your progress to offer you support and guidance throughout your course.

### **ASSESSMENT**

Assessment is by production of a personal portfolio demonstrating understanding and application of the standards at this level.

### **PROFESSIONAL MEMBERSHIP**

Six months free membership with ILM upon registration. Full membership of the institute of Leadership and Management is available upon successful completion of this qualification and is dependent on experience. Membership with other professional bodies such as the Chartered Management Institute may also be available.

## **Level 2 Diploma in Health & Social Care (Adults) for England**

### **COURSE OVERVIEW**

This is a suitable qualification for those who are just starting employment in the care industry or who are already working as a care assistant/worker. It can help you increase your skills & understanding of this sector as well as enhance your practice. The course is available through City and Guilds

### **COURSE STRUCTURE**

This qualification provides you with guidance and assesses your knowledge, understanding and skills within the health and social care sector. It meets the required regulatory requirements for this sector and can demonstrate continuing professional development.

To gain this qualification you will have a range of mandatory and some optional units to choose from.

### **COURSE FORMAT**

The learning material is provided electronically with a guidebook and assessment plan. The Tutorial/Assessment team will monitor your progress to offer you support and guidance throughout your course.



## **ASSESSMENT**

Assessment is by production of a personal portfolio demonstrating understanding and application of the standards at this level. An observation by your Assessor at your work place will also take place at a mutually agreeable time.

## **PROFESSIONAL MEMBERSHIP**

NASHiCs - National Association of Safety and Health in Care Services  
Membership is open to all in the social care sector.

# **Level 3 Diploma in Health & Social Care (Adults) for England**

## **COURSE OVERVIEW**

Level 3 is ideal if you are working in a care setting and you have some level of responsibility in your workplace. At times you will work unsupervised. Perhaps you aspire to be a Senior Care Worker, or maybe you want to develop or demonstrate your existing skills in this field. There are 3 'pathways' or routes available to you depending on the environment in which you work. Generic, Dementia and Adults with Learning Disabilities.

## **COURSE STRUCTURE**

This qualification provides you with guidance and assesses your knowledge, understanding and skills in within the health and social care sector. It meets the required regulatory requirements for this sector and can demonstrate continuing professional development.

To gain this qualification you will have a range of mandatory and some optional units to choose from.

## **COURSE FORMAT**

The learning material is provided electronically with a guidebook and assessment plan. The Tutorial/Assessment team will monitor your progress to offer you support and guidance throughout your course.

## **ASSESSMENT**

Assessment is by production of a personal portfolio demonstrating understanding and application of the standards at this level. An observation by your Assessor at your work place will also take place at a mutually agreeable time.

## **PROFESSIONAL MEMBERSHIP**

NASHiCs - National Association of Safety and Health in Care Services  
Membership is open to all in the social care sector.



## Level 5 Diploma in Leadership for Health and Social Care

### **COURSE OVERVIEW**

This qualification, which replaces the Level 4 NVQ in Leadership and Management for Care Services and the Level 4 NVQ in Health and Social care, is for people who work in the health and social care sector.

### **COURSE STRUCTURE**

This qualification provides you with guidance and assesses your knowledge, understanding and skills in leadership and management within the health and social care sector. It meets the required regulatory requirements for this sector and can demonstrate continuing professional development.

To gain this qualification you will have a range of mandatory and some optional units to choose from to complete this award

### **COURSE FORMAT**

The learning material is provided electronically in a guidebook. The Tutorial/Assessment team will guide and monitor your progress every step of the way and throughout the duration of the course.

### **ASSESSMENT**

Assessment is by production of a personal portfolio demonstrating understanding and application of the standards at this level. An observation by your Assessor at your work place will also take place at a mutually agreeable time.

### **PROFESSIONAL MEMBERSHIP**

NASHiCs - National Association of Safety and Health in Care Services  
Membership is open to all in the social care sector.

## City & Guilds Level 2 Certificate in Dementia Care.

### **COURSE OVERVIEW**

This course is aimed at care staff who have little or no knowledge of Dementia and would be suitable for anyone aged 16 or older, who have an interest in operating in a caring role for older people. These roles include:

- Care assistants/support workers/key workers in residential settings
- Healthcare assistants/support workers in community and primary care environments or acute health environments
- Care assistants/support workers/key workers in domiciliary services and day service
- Support workers in supported living projects
- Community-based care assistants/support workers/key workers, including those working in specialist areas eg dementia, learning disabilities
- Family support workers
- Personal assistants employed directly by the individual they support or their families
- Senior workers in above services
- First line supervisors and Team leaders working at level 3





- Emerging new types of workers and multidisciplinary health roles crossing traditional service barriers and delivery models
- Informal and family carers

## **COURSE STRUCTURE**

This course covers a range of opportunities to support care workers to develop their knowledge, skills and understanding of caring for people with Dementia. To gain this qualification learners must achieve 14 credits from the mandatory units and then have a minimum 4 credits from the selection of optional units.

## **COURSE FORMAT**

Learners decide the optional units they want to complete and work through the course unit by unit, completing activities, research and questioning to enable to achieve the full award.

Where there are exceptional reasons preventing candidates from completing these assignments, they may submit other evidence in line with the qualification assessment requirements via a portfolio of evidence.

## **ASSESSMENT**

Competence-based units are assessed by portfolios of evidence.

The evidence provided by candidates must at all times reflect the policies and procedures of the workplace as informed by current legislation, the relevant service standards and codes of practice for the sector.

## **PROFESSIONAL MEMBERSHIP**

NASHiCs - National Association of Safety and Health in Care Services  
Membership is open to all in the social care sector.

## **SVT Bespoke Care Courses**

SVT Ltd have developed a range of bespoke care courses to compliment the Health & Social Care qualifications we already have on offer. With the population living longer than ever and a growing number of health complaints being identified the demand for quality in care is becoming more and more essential.

Recognising this SVT has specially created a variety of courses to offer people working in care; whether that be care workers, supervisors, outreach staff or family members a short (half day or full day) training opportunity to create awareness, confidence and knowledge to individuals dealing with this delicate situation on a regular basis. These in house class room based courses will be delivered by our lead assessor for Health & Social Care Joe Pope DipRSA who has over 20 years experience in the care industry.

### **Dementia Awareness**

A basic, non-accredited introduction to Dementia Awareness aimed at staff who are involved with supporting service users with this condition. This course will suit you if you have little or no knowledge in this area or if you need an update in this area. You will cover a basic awareness of Dementia & how to deliver a person centred approach to a service user with Dementia.



### **Basic Health & Safety for Care Workers**

A full day of non accredited, bite sized training to cover the areas of: Basic Health & Safety, Infection Control, Risk Assessment, COSHH, Safe Handling of Medication and Care Planning.

### **Manual Handling Principles**

A short course in how to move & handle in a safe manner in line with the Health & Safety legislation. You will gain basic knowledge in this area as well as the types of equipment that can be used to move people safely & correctly in care environments.

### **Basic Carers Induction Package**

A full day's course to incorporate bite sized training to cover: Health & Safety, The Principles of Moving & Handling, Safe Handling of Medication, Infection Control, Person Centred Care & Care Planning, Risk Assessment, Health Awareness and Dignity in care.

## **CIEH Classroom based training**

SVT Ltd and Acumen Training and Development Ltd (ATD) have further developed their association with the objectives of providing professional cost effective tutor led training and have taken this opportunity to introduce a portfolio of training programmes from the Chartered Institute of Environmental Health (CIEH). The SVT team provides the portal for prospective learners to find out more about the various CIEH programmes offered and in partnership ATD facilitate the learning.

The range of CIEH training programmes we are initially offering have been carefully selected to harmonise with the portfolio of qualifications already provided by SVT; most awards provided by the CIEH are principally accredited by OFQAL which along with registered trainer and registered centre requirements drive forward a real quality standard for excellence.

Courses include Level 1 Award in Health and Safety in the workplace to Level 3 Award in Risk Assessment Principles and Practice, through to level 4 PTLLS, Preparing to Teach in the Life Long Learning Sector.

## **First Aid Classroom based training**

SVT Ltd and TAWAD Training Ltd are working together to offer a range of First Aid classroom based training courses.

From the one day Emergency First Aid at Work through to more specialised training in the use of Cardiopulmonary Resuscitation and Defibrillation, we have various courses available to suit your needs.

This classroom based training can be delivered in our host premises or alternatively at customers sites where appropriate.

Assessment for all courses is by on-going practical exercises throughout the day(s), as well as multiple choice test papers.

There are no pre-requisites for these courses.

The awarding body for these qualifications is OFQUAL which is HSE approved for first aid at work.