



VOCATIONAL TRAINING

# Course Guide

[www.vocationaltraining.org.uk](http://www.vocationaltraining.org.uk)

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## An Introduction to SVT Ltd

SVT is a well established training provider which specialises in Health and Safety, Management and Health & Social Care qualifications and in particular vocationally related qualifications.

The company has offices in the UK and Business Associates in Dubai, Qatar and Mumbai India.

The company is firmly established as a provider of internationally recognised accredited qualifications at levels 2 – 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.



- Oxford Cambridge and RSA Examinations (OCR)
- City and Guilds (C&G)
- Institute of Leadership and Management (ILM)

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.

SVT Ltd is a highly respected company both by our clients and our awarding bodies. We are innovative in our approach to providing learning solutions and update our learning materials to keep pace with new ideas and the statutory changes within health and safety, environment and management and the care sector.

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



## City and Guilds NVQ Level 3 Certificate in Occupational Health and Safety Practice

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 is a qualification aimed at those whose job includes elements of health and safety at a practitioner level. Candidates should have some responsibility for the health, safety and welfare of others.

Health and Safety Officers and Supervisors charged with such tasks will identify and develop the necessary skills to undertake these activities and will demonstrate their competence and knowledge throughout

the range of units required to gain this qualification. They should have a reasonable degree of authority and autonomy and have access to supportive management in their organisation.

Mandatory Units:

- 301 – Ensure responsibility for actions to reduce risk to health and safety
- 302 – Develop procedures to safety control and work operations
- 303 – Monitor procedures to safety control and work operations
- 304 – Promote a culture of health and safety in the workplace
- 305 – Conduct a health and safety risk assessment of the workplace

Candidates can then choose 2 from a selection of 4 Optional Units.

The learning material is provided electronically with a guidebook and assessment plan. Assessment is production of a personal portfolio demonstrating understanding and application of the standards at this level. This is simplified by our distance learning platform, where evidence can be electronically submitted.

**IOSH** – Completion of this qualification would allow the candidate to apply for TechIOSH status

See more information at: <http://www.vocationaltraining.org.uk/qualification/city--guilds-nvq-level-3-certificate-in-occupational-health--safety->





## City and Guilds NVQ Level 5 Diploma in Occupational Health and Safety Practice

This qualification is suitable for those Supervisors, Managers and Consultants and other specialists with specific responsibilities for the health, safety and welfare of others in the organisation. As a result the candidate will have a significant degree of authority and autonomy and be in a position to influence policies and procedures in their organisation.

Candidate will report to, or be part of the senior management team and they will be aware of cost implications and budgetary controls and may be budget holders.

To achieve this qualification, a candidate must demonstrate their competency, knowledge and understanding by completing the ten mandatory units. This qualification allows candidates to learn, develop and practise the skills required for employment and/or career progression in the health and safety sector.



### Mandatory Units:

- Unit 401 Develop and implement effective communication systems for health and safety information
- Unit 501 Promote a positive health and safety culture
- Unit 502 Develop and maintain individual and organisational competence in health and safety matters
- Unit 503 Identify, assess and control health and safety risks
- Unit 504 Develop and implement proactive monitoring systems for health and safety
- Unit 505 Develop and implement reactive monitoring systems for health and safety
- Unit 506 Develop and implement health and safety emergency response systems and procedures
- Unit 507 Develop and implement health and safety review systems
- Unit 508 Maintain knowledge of improvements to influence health and safety practice
- Unit 601 Develop and implement the health and safety policy

All learning material is provided online through our dedicated distance learning platform. All work and evidence is submitted electronically direct to the assessment team.

**IOSH** – Completion of this qualification would allow the candidate to apply for GradIOSH status

See more information at: <http://www.vocationaltraining.org.uk/qualification/city-and-guilds-nvq-level-5-diploma-in-health-and-safety>





## City and Guilds NVQ Level 5 Diploma in Occupational Health and Safety Practice Conversion Course

This conversion course allows candidates who have completed the NVQ level 4 in Occupational Health & Safety Practice, to upgrade to the new standard City & Guilds NVQ Level 5 Diploma in Occupational Health & Safety Practice.



To be eligible for this particular qualification, candidates must have completed their NVQ Level 4 in Occupational Health and Safety Practice.

There are 3 bandings for this conversion course. The amount of time since the original NVQ Level 4 in Occupational Health and Safety Practice was achieved determines which banding candidate would fall in to.

A copy of the original certificate is required for enrolment.

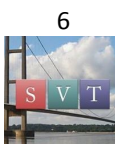
Candidates will be required to complete a reflective account and provide supporting documents as evidence for the new criteria in the NVQ Level 5 Diploma in Occupational Health and Safety Practice.

See more information at: <http://www.vocationaltraining.org.uk/qualification/occupational-health-and-safety-level-5-nvq-diploma>

Successful completion of any of our Health and Safety Qualifications will allow candidates to apply for IOSH membership at a range of levels. Why apply? Let our Chairman give you more of an idea:

*“IOSH is a focal point for health and safety professionals working in a diverse range of Industrial, commercial, voluntary and public sector organisations. Joining IOSH will give you the recognition you deserve from your employer and fellow professionals.*

*IOSH comprehensive approach to career development, as well as their unrivalled industry pedigree, means that their members are the most trusted and sought after people in the profession.”* – Mike Watson, CMIOSH





## Level 2 Diploma in Health and Social Care (Adults)

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.



Once completed you may progress onto the level 3 Diploma where some of the work you have completed in the level 2 may count towards this.

You work through each unit step by step with your assessor to enable you to achieve all of the units that make up the full award.

You will need to complete Mandatory units then choose from a wide range of optional units that cover both knowledge as well as your actual working practice.

### Mandatory Units

**Unit 201** Introduction to communication in health, social care or children's and young people's settings

**Unit 202** Introduction to personal development in health, social care or children's and young people's settings

**Unit 203** Introduction to personal equality and inclusion in health, social care or children's and young people's settings

**Unit 204** Introduction to duty of care in health and social care or children's and young people's settings

**Unit 205** Principles of safeguarding and protection in health and social care

**Unit 206** The role of the health and social care worker

**Unit 207** Implement person centred approaches in health and social care

**Unit 208** Contribute in health and safety in health social care

**Unit 209** Handle information in health and social care settings

If you are interested in a natural career progression you then can work with your assessor to map a pathway to include learning that covers both your level 2 diploma and that can lead you onto the level 3 diploma.

See more information at: <http://www.vocationaltraining.org.uk/qualification/level-2-diploma-in-health-and-social-care-adults>





## Level 3 Diploma in Health and Social Care (Adults)

This is one of our most popular Social Care qualifications. The 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.

This qualification provides an excellent platform for those candidates working in care settings or working in a service users own home. The Level 5 Diploma in Leadership and Management is a possible progression route for candidates moving into supervisory or management roles.

This qualification would suit any of the following job roles: Care Assistants (Across almost any setting including Residential or Domiciliary), Healthcare Assistants or Support Workers.



### Pathways

There are 3 'pathways' or routes available to you depending on your working environment.

***Generic, Dementia Care or Adults with Learning Disabilities***

To achieve this full award on any of the pathways you need to gain a total of 58 credits. 28 credits are obtained from the mandatory units, the additional credits are obtained from a wide range of optional units that can be personalised around you.

You will build up a portfolio of evidence. This will be in the form of written statements. An assessor will also visit you in the workplace to undertake some observations and to look at your work products.

On average, most candidates complete this course within 7–9 months.

To enrol on to this course, you must be 18 or over and employed in a suitable care setting.

See more information at: <http://www.vocationaltraining.org.uk/qualification/level-3-diploma-in-health-and-social-care-adults--->







## Level 4 Award in Principles of Personalisation in Social Care

This qualification is designed to meet the needs of a wide range of people including carers, personal assistants health and social care assistants, service users and people who are employed as qualified professionals such as nurses, social workers and general medical practitioners.

Learners may have previously completed the Diploma in Health & Social Care at level 3.

You do not have to be employed to undertake this qualification as this is a knowledge based qualification.



## Level 4 Award in Delivering Personalisation in Social Care

This award is delivered as distance learning with support from your assessor. The first part is the knowledge unit which is titled 'Principles of Personalisation in Health and Social Care'. This is mandatory and is assessed by an assignment set by the awarding body (City and Guilds) and marked by a qualified assessor and internal quality assurer.

The level 4 Award in Delivering Personalisation in Practice in Health and Social Care also requires a learner statement to be produced by the learner and they will be observed in the work place by their assessor at a mutually convenient time.

Other supporting evidence may include work products, witness testimonies and a professional discussion with your assessor.

To achieve this award learners must achieve 8 credits from the two mandatory units. This contains both knowledge and competence based units.

This qualification can be completed in your own time at a pace that suits you. Most candidates will complete this in 3 – 4 months.

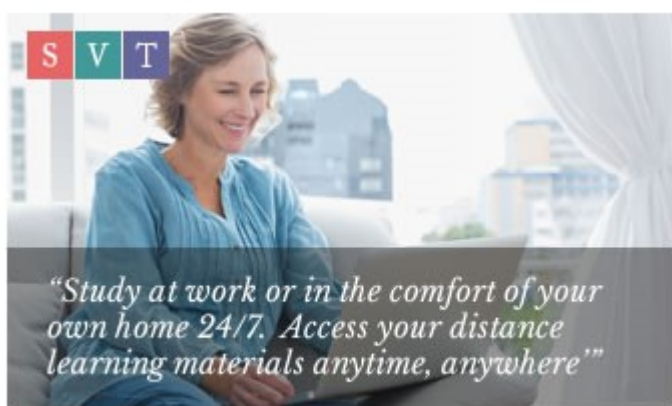
See more information at: <http://www.vocationaltraining.org.uk/qualification/level-4-award-in-delivering-personalisation-in-health-and-social-care>





## Level 5 Diploma in Leadership for Health and Social Care (Adults or Children's & Young Person's)

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 either as managers of the provision or as senior practitioners including assistants and deputy managers.



This qualification allows you to develop your managerial and care skills and is therefore ideal for those looking to become managers of adult residential and domiciliary services or to be an advanced practitioner.

This qualification is ideal for anyone working in any of the following establishments: residential homes, nursing homes, domiciliary care services, day services, respite care and services, community care services.

If you work in any of the following job roles this qualification could be suitable for you: Registered Manager, Manager, Assistant or Deputy Manager, Senior Care Worker, Supervisor, Nursing Staff, Support Worker, Team Leader.

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.

This is a competency based qualification and evidence is gathered by the candidate as they undertake their normal work role. This will form the basis for their portfolio. The evidence must reflect policies and procedures of the work place as stated by current government legislation.





During the course of the qualification the candidate must work with at least two service users.

A range of assessment methods will be used by the assessor including examining work products and expert witness testimonies and direct observation.

Knowledge based units will be assessed using a range of methods including learner statements projects, assignments, assessor questions and professional discussions.

Candidates will have full access to assessor support via telephone, email, Skype and web links.

### Pathways

The Level 5 Diploma in Leadership for Health and Social Care offers 6 alternative pathways. These include;

**Adults Management**

**Adults Residential Management**

**Adult's Advanced Practice**

**Children's and Young Person's Management**

**Children's and Young Person's Residential Management**

**Children's and Young Person's Advanced Practice**

This qualification is usually completed within 12 months.

*CQC Requirements* – The Level 5 Diploma in Leadership for Health and Social Care is recognised as a professional Management qualification for the health and social care sector.

See more information at: <http://www.vocationaltraining.org.uk/nvg-diplomas-health-and-social-care>

Don't just take our word for it, one of our candidates recently received a '*City and Guilds Medal of Excellence*'

*"I started the level 5 Diploma in Social Care Management (children and young people) in January 2013. SVT were professional and efficient from the outset and have also been helpful with any follow up queries. Completing the individual unit modules was made easier with encouragement and support from my Tutor Joe Pope. We have maintained contact since I completed my course and enjoyed a trip to London to receive my City and Guilds 'Medal of Excellence', which was great recognition of my efforts. The qualification has consolidated my skills and experience working with children and young people within the Criminal Justice System and has strengthened my CV giving me increasing job opportunities in this sector."* – Ruth Farnaby





## SVT Bespoke Care Courses

SVT Ltd have developed a range of bespoke care courses to compliment the Health and 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 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 classroom based courses will be delivered by our lead assessor for Health and 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 and Safety for Care Work

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.

See more information at: <http://www.vocationaltraining.org.uk/svt-bespoke-care-courses>





## ILM Level 3 Certificate in Management

This qualification is aimed at Supervisors and Team Leaders (employed or voluntary work) in all occupations and sectors. Ideally for those 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. This qualification is not sector specific and as such on completion may be used as competency status in all sectors in terms of management.



This qualification is a National Vocational Qualification (NVQ) and as such requires that the candidate provides a written account of their work and responsibilities and provide documentation of evidence to support this. To gain this qualification you must gain 14 credits from the mandatory units & 11 to be gained from the optional units.

### Mandatory Units

- Manage own professional development within an organisation
- Set objectives and provide support for team members
- Plan & allocate and monitor work of a team

Candidates can choose from a selection of further optional units.

There are no formal entry requirements for this course however learners should be employed in a team leading role to gather evidence from the workplace for assessment.

The learning material is provided electronically with a guidebook and assessment plan. The assessment team will offer you support and guidance throughout your course. Assessment is by production of a personal portfolio demonstrating understanding and application of the standards at this level.

Candidate of this course will qualify for free ILM Membership for the duration of their studies.

See more information at: <http://www.vocationaltraining.org.uk/qualification/nvq-level-3-certificate-in-management>





## ILM Level 3 Diploma in Management

The ILM Level 3 Diploma in Management (Combined Qualification) is ideal for individuals looking to take their first step into line management and for those who already have some management responsibilities. This combined knowledge and competency based qualification will build and develop new skills to enhance their management career.

This qualification is a National Vocational Qualification (NVQ) and as such requires that the candidate provides a written account of their work and responsibilities and provide documentary evidence to support this.

To gain this Level 3 Diploma qualification, you must complete 5 mandatory units, amounting to 31 credits, and a choice of optional units, with a total course credit value of 55 credits. The mandatory units for this qualification are detailed below; further additional information regarding the optional units are available upon request.

### Mandatory Units

- Manage Personal and Professional Development
- Manage Team Performance
- Principles of Leadership and Management
- Principles of People Management
- Principles of Business

Candidates can choose from a selection of further optional units.

This Level 3 Diploma qualification is competence-based. This means that it is linked to a person's ability to competently perform a range of tasks connected with their work. Assessment is by production of a professional portfolio which comprises of a number of ILM approved units. The candidate submits these electronically to their designated Assessor for assessment and subsequent feedback.

There are no formal requirements but candidates need to be an experienced, practicing first line manager who is able to demonstrate both theoretical and practical competence in the workplace to a national standard in key areas.

Candidate of this course will qualify for free ILM Membership for the duration of their studies.

See more information at: <http://www.vocationaltraining.org.uk/qualification/management-course-overview->





## ILM Level 4 Diploma in Management

The ILM Level 4 NVQ Diploma in Management is ideal for managers moving into a middle management position, who still retain responsibility for operational processes but are more removed from day to day line management duties. The qualification develops the knowledge and skills required to take on higher level responsibilities such as planning and implementing change.

This qualification is a National Vocational Qualification (NVQ) and as such requires that the candidate provides a written account of their work and responsibilities and provide documentary evidence to support this.



To gain this Level 4 Diploma qualification, you must complete 4 mandatory units amounting to 17 credits, and a choice of optional units, with a total course credit value of 53 credits. The mandatory units are detailed below; further additional optional units are available upon request.

### Mandatory Units

- Manage Personal and Professional Development
- Provide Leadership and Management
- Develop and Implement an Operational Plan
- Develop Working Relationships with Stakeholders

Candidates can choose from a selection of further optional units.

This Level 4 Diploma qualification is competence-based. This means that it is linked to a person's ability to competently perform a range of tasks connected with their work. Assessment is by production of a professional portfolio which comprises of a number of ILM approved units. The candidate submits these electronically to their designated Assessor for assessment and subsequent feedback.

There are no formal requirements but candidates need to be an experienced, practicing middle manager who is able to demonstrate both theoretical and practical competence in the workplace to a national standard in key areas.

Candidate of this course will qualify for free ILM Membership for the duration of their studies.

See more information at: <http://www.vocationaltraining.org.uk/qualification/level-4-nvq-diploma-in-management>





## ILM Level 5 Diploma in Management and Leadership

The Level 5 Diploma in Management & Leadership qualification is aimed at those professional middle managers whose roles cross all occupations and sectors of employment, specifically for those whose job role includes: managing business processes, developing and implementing operational plans, planning and implementing organizational change and managing finance.

This qualification is a National Vocational Qualification (NVQ) and as such requires that the candidate provides a written account of their work and responsibilities and provide documentary evidence to support this.

To gain this Level 5 Diploma qualification, you must complete 4 mandatory units, amounting to 22 credits, and a choice of optional units, with a total course credit value of 53 credits. The mandatory units for this qualification are detailed below; further additional optional units are available upon request.



### Mandatory Units

- Contribute to the Development of a Strategic Plan
- Design Business Processes
- Manage Strategic Change
- Provide Leadership and Management

Candidates can choose from a selection of further optional units.

This Level 5 Diploma qualification is competence-based. This means that it is linked to a person's ability to competently perform a range of tasks connected with their work.

There are no formal requirements but candidates need to be an experienced, practicing middle manager who is able to demonstrate both theoretical and practical competence in the workplace to a national standard in key areas.

Candidate of this course will qualify for free ILM Membership for the duration of their studies.

See more information at: <http://www.vocationaltraining.org.uk/qualification/nvq-diploma-level-5-in-management>







## ILM Level 7 Diploma in Strategic Management and Leadership

The Level 7 Diploma in Strategic Management & Leadership is a qualification aimed at senior managers and directors. Their work activities are strategic and they are responsible for the control of activities and work output of other managers, who have the opportunity and the ability to demonstrate recognisable leadership and management skills, for example improving performance within the organisation, providing leadership, facilitate innovation, developing a strategic business plan, managing risk, workforce planning and project management.



This is a National Vocational Qualification (NVQ) and as such requires that the candidate provides a written account of their work and responsibilities and provide documentary evidence to support this.

To gain this Level 7 Diploma qualification, you must achieve a minimum of 45 credits. You must complete the 3 mandatory units, amounting to 16 credits, and a choice of optional units with a minimum total of 29 credits. The mandatory units for this qualification are detailed below; further additional optional units are available upon request.

### Mandatory Units

- Develop a Strategic Business Plan
- Execute a Strategic Business Plan
- Provide Strategic Leadership and Direction

Candidates can choose from a selection of further optional units.

The average completion time for this qualification is 7–9 months.

There are no formal requirements but candidates need to be an experienced, practicing senior manager whose activities are strategic.

This Level 7 Diploma qualification is competence-based. This means that it is linked to a person's ability to competently perform a range of tasks connected with their work.

Candidate of this course will qualify for free ILM Membership for the duration of their studies.

See more information at: <http://www.vocationaltraining.org.uk/qualification/nvq-diploma-level-7-in-management>





## City & Guilds TAQA Courses

The new QCF TAQA qualification for assessors and verifiers replaces the previous A1 and V1 Awards and Certificates (Also formally known as D32/D33/D34)

### **Level 3 Award in Understanding the Principles and Practices of Assessment**

This is a knowledge only award for those who need to know about assessment but who may not be currently practicing. Eg aspiring or trainee assessors, admin support staff, portfolio co-ordinators, HR and quality managers. This unit provides the foundation for the rest of the qualifications at level 3. Where an assessor has qualified previously via the D32/D33 or A1 route and may not have been practicing for some time, perhaps 18 months or more, their qualification may not be considered as 'current' by their IQA. This unit provides the up to date knowledge for those assessors wishing to update their qualification and can be used as CPD.

### **Level 3 Award in Assessing Vocationally Related Achievement**

This qualification is made up of two units – the first being the knowledge unit and the second is aimed at assessors who assess knowledge and or skills in a vocationally related subject area. Methods of assessment used for this will include assignments, written and oral questions, projects, case studies, skills tests and recognition of prior learning. Assessment may take place in a classroom, workshop or other suitable learning environment.

### **Level 3 Award in Assessing Competence in the Work Environment**

This qualification is made up of two units – the first being the knowledge unit and the second aimed at practitioners who assess the practical demonstration of competence in a working environment.

### **Level 3 Certificate in Assessing Vocational Achievement**

This Certificate level qualification is for assessors or practitioners who may use all of the assessment methods mentioned in the award qualifications and will also include the knowledge unit.

### **Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice**

This is a knowledge only Award for those who are starting their role as an internal quality assurance practitioner or for those who need to understand the IQA process.

### **Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice**

This qualification is for practitioners who conduct internal quality assurance of the assessment process from within a centre or organisation, by sample planning, monitoring and advising on the practice of assessors.

### **Level 4 Certificate in Leading the Internal Quality Assurance Processes and Practice**

This Certificate qualification is for those who lead their Internal Quality Assurance Processes within their centre or organisation. This will include having responsibility for managing the quality of the assessment process, practice and the performance of assessors. Developing, reviewing and implementing systems and procedures are integral to this role as is hosting visits from External Quality Assurance Practitioners from awarding bodies.

See more information at: <http://www.vocationaltraining.org.uk/taqa-courses>





## IOSH Managing Safely

The Institution of Occupational Safety and Health (IOSH) is the Chartered body for health and safety professionals. With more than 40,000 individual members, IOSH is the biggest professional health and safety organisation in the world. The 'Managing Safely' course is specifically designed for those of you required to manage safely and effectively in compliance with both their organisation's policy and best practice in health and safety.

The course aims to ensure that safety requirements are appreciated by people employed as line managers, and to enable them to review their own departmental systems for safety, introducing new controls or implementing changes as appropriate to ensure safety in the workplace.

Modules Include:

- Explain 'working safely'.
- Explain the component parts of a recognised safety management
- Identify the data and techniques required to produce an adequate record of an incident .
- Describe statutory requirements for reporting and procedures for checking of non-reporting.
- Describe methods of basic trend and epidemiological analysis for reactive monitoring data.
- Define 'hazard' and 'risk', and describe the legal requirements for risk assessment.
- Demonstrate a practical understanding of a risk assessment and the data required for records.
- Describe workplace precaution hierarchies.
- Prepare and use active monitoring checklists and implement schedules for active monitoring.
- Outline the main provisions of the Health and Safety at Work Act 1974
- Outline relevant health and safety legislation, codes of practice and the Health and Safety Executive.

The IOSH Managing Safely Qualification is delivered via a class room course. These are delivered over a 3 day period and can be created on a bespoke basis for companies looking to enrol 6 or more candidates.

The course calendar can be found at the end of this document but please visit us online page for up to date information and course dates





## NEBOSH National/International General Certificate (NGC/IGC)

The NEBOSH National and International General Certificate in Occupational Health and Safety are globally recognised qualifications offered by an established independent UK examination board with over 30 years' experience in providing health and safety awards in the UK and across the world including the Middle East, the West Indies and South East Asia.

Both the NEBOSH National General Certificate (NGC) and NEBOSH International General Certificate (IGC) cover the principles relating to health and safety, identification and control of workplace hazards and the practical application of this knowledge. The syllabus takes a risk management approach based on best practice and international standards, such as the International Labour Organisation (ILO) codes of practice. Local laws and cultural factors may form part of the study programme where relevant and appropriate.

No previous health and safety knowledge is required. However it should be noted that the examination is offered, and must be answered, in English, and that the course includes a requirement to write a short report, which must also be in English.

The qualifications is divided into three units, each of which is assessed separately:

- Management of (International) Health and Safety (NGC1/IGC1)
- Control of (International) Workplace Hazards (NGC2/IGC2)
- (International) Health and Safety Practical Application (NGC3/IGC3)

SVT's classroom course timetable can be seen at the end of this brochure, or for more up to date and detailed information please visit the website.

The classroom option runs over a concurrent 2 week period. It is sat Monday to Friday, Monday to Friday with the exams being sat on the 2nd Friday.

SVT are keen to work with organisations and companies and in doing so can operate bespoke packages at your location. For more information please contact us on 01472 240112 or on [info@svtltd.com](mailto:info@svtltd.com)

See more information at: <http://www.vocationaltraining.org.uk/nebosh-courses>





## Testimonials

### Michael Brennan – QHSE Engineering & Maintenance Manager – Supreme Group



Having just completed my Diploma in Occupational Health and Safety I would like to thank Matt King and Mike Watson for their professionalism throughout the course. The course started with a detailed explanation of precisely what was required by Matt. On submission of each unit I received an acknowledgment of receipt by Matt within one or two working days, after guidance from Matt the unit was then forwarded to Mike Watson for verification. I received feedback on the unit from Mike within days. I achieved the Diploma in under 4 months thanks to the swift procedures Mike and Matt have in place. I would recommend SVT to anyone wishing to gain this qualification.

### Kamal Kant Sharma – HSE Representative – Penspen International Limited

With the help and support of the SVT team, I completed the NVQ level 5 Diploma in Occupational health and safety in 7 months. The support and guidance from the SVT team made the course enjoyable throughout the period. I look forward to doing more courses with SVT and would recommend SVT to all those who want to advance in their career.



### Darin Bainbridge – QHSE Manager Seagreen Wind Energy Limited



This is the second course that I have completed with SVT. The support is good, the communication is good and their overall service is very professional and efficient. As a working professional, it is not always easy to take time out to continue your professional development. However, as a professional, it is vital to make the time and using SVT is exactly the help and guidance one needs to get the results. I would not hesitate in recommending them to colleagues and other professionals.

### Brian Lightowler – HSE Manager, LTC Project, Wilton Engineering Services

After deciding to enhance my career as a safety professional I contacted SVT Ltd of Grimsby to enrol on a NVQ level 5 diploma course in occupational health and safety. I had previously done business with SVT and due to the first class response I received I decided once again to contact them. I found the staff to be very helpful not only when booking, but also while completing the course the level of support that I received was again first class. The content of the course was very well structured and easy to understand. I found my dedicated tutor to be excellent in her response to queries and giving feedback. I would recommend anyone wishing to enrol on the above course to contact SVT as I am sure they will receive the same excellent service that I received





## SVT Classroom Courses 2015

Course	Fee (Exc VAT)	Dates	Location
IOSH Managing Safely	£450	7th - 9th Jan	Hull
IOSH Managing Safely	£450	27th - 29th Jan	Washington
IOSH Managing Safely	£450	9th - 11th Feb	Leeds
IOSH Managing Safely	£450	2nd - 4th March	Washington
IOSH Managing Safely	£450	8th - 10th April	Leeds
IOSH Managing Safely	£450	27th - 29th April	Hull
NEBOSH National General Certificate	£1695	18th - 30th May	Leeds
IOSH Managing Safely	£450	8th - 10th June	Leeds
IOSH Managing Safely	£450	24th - 26th June	Hull
NEBOSH National General Certificate	£1695	29th June - 11th July	London

All workshops include:

Lunch, Refreshments, Certification, Registration, Free Parking, SVT NEBOSH Study Book & Slide Book

See more information at:

<http://www.vocationaltraining.org.uk/nebosh-courses>





## SVT Classroom Courses 2015

Course	Fee (Exc VAT)	Dates	Location
NEBOSH National General Certificate	£1695	13th - 25th July	Leeds
IOSH Managing Safely	£450	3rd - 5th August	Leeds
NEBOSH International General Certificate	9500 AED	9th - 21st August	Abu Dhabi
IOSH Managing Safely	£450	31st Aug - 2nd September	Hull
NEBOSH National General Certificate	£1695	14th - 26th Sep	Leeds
NEBOSH National General Certificate	£1695	12th - 24th Oct	London
IOSH Managing Safely	£450	2nd - 4th Nov	Leeds
NEBOSH National General Certificate	£1695	23rd Nov - 5th December	Leeds
IOSH Managing Safely	£450	7th - 9th Dec	Hull

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