



Hello

Dear All,

This prospectus illustrates a range of courses for employers and individual learners.

We offer a range of learning opportunities for professionals at all levels - from basic team leader courses to Management qualifications. Many of our courses are funded as we work in partnership with Chiltern Training.

All of our staff are experts in their own field. We are able to offer you the support you require to achieve your qualification.

For those of you who may wish to build on your qualifications, gain and improve upon skills or develop the potential of your staff, we are able to offer impartial and confidential advice as well as guidance on career progression and training.

We look forward to working with you and seeing you at Riverside Training.

Sue Bulbeck

Sue Bulbeck
Director

01775 710125
www.riversidetrainingspalding.co.uk



Assessors

CACHE Level 3 Award in Assessing Learners Using A Range of Methods (A1)

CACHE Level 3 Award in Assessing Learners' Performance through Observation (A2)

Who is the qualification aimed at?

For learners who wish to assess NVQ candidates, using a variety of different methods.

What are the entry requirements?

Learners must be a qualified or experienced practitioner at the Level or above of the qualification they will be assessing. It is also recommended that they have at least three years post qualifying experience.

What does the qualification cover?

- How to assess NVQ candidates through a range of methods.
- How to assess NVQ candidates through observation and questioning.

How is it Assessed?

Learners will need to produce a portfolio of work based evidence in accordance with the requirements of the Agreed Common Evidence for the assessment and verification units.

Contact our admissions team for further information on 01775 710125



Team Leading

Level 2 Certificate in Team Leading

The Introductory certificate in team leading aims to give practising or potential team or room leaders the basic knowledge and skills to enable them to develop in this role.

It consists of five modules:

- Developing yourself
- Customers and the market place
- Information and Communication
- Planning and allocating work to the team
- Working with others

This qualification will be delivered over one teaching term and will be delivered on a first come first come served basis. Places for this course are limited and therefore it will run once all places have been filled.

NVQ Level 2 in Team Leading

The NVQ in Team Leading is suitable to those who already working in a team leading or supervisory role. Learners will need to have completed a level 3 qualification.

This is a practical qualification that is assessed in the workplace. Learners will build up a portfolio of evidence covering 6 units, 3 of which are mandatory and 3 which are optional including:

- Managing your own team
- Provide Leadership for your team
- Develop productive working relationships with colleagues
- Allocate and check work in your team
- Participate in meetings
- Ensure your own actions reduce risks to health and safety.

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Management

Introductory Certificate in Management

This certificate is intended for people who are in a first line management role. The Introductory Certificate in Management is a level 3 qualification and is accredited as a Technical Certificate for the Apprenticeship framework.

It consists of 6 units:

- Developing yourself
- Customer Focus
- Information and Communication
- Planning and Monitoring
- Working with others
- Overview of quality, continuous improvement and change.

This course is delivered in 6 afternoons over the course of 6 months. Candidates are welcome to dip in and out of this course and take the units they feel most beneficial to their role. The cost of each individual unit is £75.00.

NVQ Level 3 in Management

Candidates must be in a management position to undertake this qualification as it will be assessed in the workplace. It involves building up a portfolio of evidence of management tasks you have already successfully undertaken.

The level 3 NVQ consists of 4 mandatory units and 3 optional units:

- Manage your resources and professional development
- Provide leadership in your area of responsibility
- Allocate & monitor the progress and quality of work in your area of responsibility
- Ensure Health and safety requirements are met in your area of responsibility
- Encourage innovation in your area of responsibility
- Provide learning opportunities for colleagues
- Manage a budget.

For further information on these courses please contact the admissions team on 01775 710125.

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Enquiry Form

Name

Address

Telephone (Home)

Telephone (Mobile)

Email

Work Details

Setting

Setting Telephone

Hours/Days Worked

Please hand to a member of our team, email enquiries@riversidetrainingspalding.co.uk, or post to **Riverside Training, 145 Cradge Bank, Spalding, Lincs, PE11 3AF**

Office Use Only

Level:

Information Sent:

Response Date:

Confirmation:

01775 710125

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