

Vocational Training Terms and Conditions

Training for Care will

- Provide all training and assessment inputs as detailed on the specific course publicity and programme of study, including selected learning materials and award stationery (electronic/paper)
- Appoint internal verifiers and peripatetic assessors who meet Awarding Body requirements
- Implement quality assurance systems to meet awarding body requirements
- Ensure efficient administration of the scheme, including registration and certification of candidates, through the centre contact (appointed by Tfc) who will handle all documentation and liaise with the awarding body on behalf of participating agencies

The candidate is required to

- Complete induction and sign all necessary documentation
- Attend a minimum of 80% of the tutorials and support sessions set out in the programme of study (applicable to taught programmes only). Employers will be sent a non-attendance record sheet if the candidate is absent
- Adhere to the terms contained in the Candidate-Assessor-Mentor Agreement which the candidate will agree with the assessor at the start of the assessment process, including agreement to use e-portfolio
- Meet the achievement and progress targets scheduled at the start of the course and set out in the Training Agreement. Employers will be sent a progress report, giving reasons, whenever a candidate fails to meet a course target and penalties may be incurred details of which are given on the Candidate-Assessor-Mentor Agreement
- Pay the course fee as agreed if self funding

The candidate's employer is required to

- Agree to work within Tfc's equality and diversity and anti-discriminatory policies
- Comply with all relevant, current health and safety legislation
- Provide a nominated, appropriately qualified workplace mentor to ensure that the candidate is fully engaged in the requirements of a work based qualification and to act as the key contact for liaison and support with Tfc's peripatetic assessor
- Pay any course fees

The candidate's mentor is required to ensure that the candidate

- Attends induction
- Attends tutorials at Tfc as set out in the programme of study (applicable to taught programmes only)
- Is given access to the work and assessment opportunities necessary for completion of the award and is adequately prepared for assessment through having received the necessary workplace experience and knowledge
- Is available for assessment by the Tfc assessor within work rotas at the times arranged with the assessor; this will cover direct observation and feedback inputs plus any other assessment activities specified in the course programme
- Is provided with the necessary mentor support to follow the assessment process, including planning and feedback, and to meet agreed targets set by the assessor
- Is provided with the support of an appropriately qualified member of staff for the provision of witness evidence; this may also be the mentor
- Has pc/internet access at work for use of the e-portfolio, if agreed prior to start of course
- Is available, along with site access, to Tfc's internal verifier and the awarding body external verifier in accordance with the requirements of the scheme apart from in exceptional circumstances where this would clearly conflict with the best interests of clients

Note: the above sections relating to employers and mentors are requirements of being an approved SVQ Assessment Site with Tfc. Where it appears that the above conditions are not being met, Tfc will initiate

discussions with the assessment site manager and, in the event of an unsatisfactory outcome, reserves the right to withdraw assessment site status.

Candidate Selection

Selection procedures focus on the abilities, commitment and employment position of the candidate and on the commitment and capability of the candidate's employer to support the qualification process

General Assessment Principles

- Assessment arrangements are made on the understanding that the best interests of clients will be protected at all times
- Client confidentiality will be maintained in all SVQ recording undertaken by either the candidate or the assessor and safe storage of documents (paper/electronic) will be arranged
- Only the following will have access to the candidate's portfolio: candidate, assessor, internal verifier, external verifier. Access by others will not be granted without the specific permission of the candidate.
- All evidence must relate to the candidate's knowledge and performance, and, therefore, must be authentic.
- In the case of unresolved disputes, the Appeal Procedure issued at induction will be followed