

# The NVQ Experience

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# What is an NVQ?

- Assessment of competence against national standards
- Bench marks against other industries
- Approved by the QCA
- Accredited by Awarding Bodies – EPIC / City & Guilds / ILM / OCR etc.
- Assessed by people approved by awarding body and with industry specific knowledge

# An NVQ is Not!

- An academic qualification
- A training course
- Based on one days performance
- Classroom based
- All paperwork
- All discussion / talking shop
- Attainable without effort

# What's Involved?

- Assessment of the individual's overall performance, knowledge and competence
- Assesses all areas of the job
- Knowledge of health, safety & environmental issues
- Company procedures
- Operational knowledge of equipment
- Training
- Relationship with others

# Award Levels

- **Level 2** – Operative – 4 or 5 units
- **Level 3** – Supervisor / Assistant manager – 6 units
- **Level 4** – Manager – 9 units
- **Level 5** – Area manager / Director – 10 units

# Competence

- K – Knowledge
  - A – Ability
  - T – Training
  - E – Experience
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- *“The ability to apply knowledge, understanding, practical and thinking skills to achieve effective performance to the standards required in employment”* (Quarries Regulations ACOP - 1999 (GB))

# Areas of Assessment

- Health & safety knowledge
- Promoting & maintaining working relationships
- Contributing to efficiency in the work place
  
- Start up procedures including daily checks
- Shut down procedures
- Monitoring production
- Contributing to improvements in the workplace
- Use of computers to control processes

# Process

- **Induction**
- Highlights responsibility of candidate / assessor
- Appeals procedure
- Opportunity to ask questions, allay fears
- Identifies who will be involved in the process
- Action plan for first assessment



# Assessment Visits

- Level 2 – Three in total usually, over minimum of 12 week period
- **Purpose** – To collect evidence
- **Method**
  - Discussion / questioning
  - Product – daily inspection sheets, proof of meeting production targets, training records
  - Witness testimony – colleague or supervisor
  - Reports
  - Observation

# Meeting Reports

- Record areas covered in meeting
- Action plan for next meeting
  - Areas to be assessed
  - Items candidate has to prepare for next meeting
- Countersigned by both parties

# Interim Assessment

- Usually after the second visit
- Assessor's responsibility
- Cross references the evidence against the standards
- Identifies what evidence is missing
- Feedback to the candidate
- Action plan to collect outstanding evidence

# Interim Internal Verification

- Quality assurance check
- Assesses the performance / judgement of the assessor
- Assesses the quality of the evidence for the candidate
- Provides guidance / support if necessary
- Independent feedback to both assessor and candidate
- IV may interview the candidate

# Final Visit

- Collect outstanding evidence
- Tie up all loose ends
- Review of overall performance
- Reinforces the evidence collected overall

# Final Portfolio Assessment

- Final check of all evidence
  - Ensure no gaps in the evidence
  - Cross reference all evidence
  - Claim the units
  - Pass to IV for final assessment
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- Get date from External Verifier – appointed by the Awarding Body
  - Assesses portfolio / may interview candidate

# Benefit to Company

- Assessment of employees – in house / independent
- Bench marks employees against others in similar role
- Benchmarks employees against other companies in industry
- Proof of competence
- Helps formulate training plans
- Gives a recognised qualification / career structure
- Employee retention

# Benefit to Employee

- Gain nationally recognised qualification
- Assessment of overall performance & competence
- Highlights good performance
- Boosts confidence
- Pride in the job
- Company recognition



# Summary

- Vocational award
- Assesses application of knowledge / training
- Includes assessment of candidate in complying with policy and procedure
- Recognises practical ability to do the job
- Evidence based / not academic based
- Benefit to employer and employee
- *A win / win situation!*