We are CVQO















PROSPECTUS

Academic Year 2019 - 20

Issue #003



A MESSAGE FROM THE CHAIRMAN

CVQO is a wonderful charity which I am proud to chair. Every year a large number of young people across the country benefits enormously from our work, which makes such a worthwhile contribution to their lives and to the many adult volunteers who serve them.

CVQO has a bold strategy to give learners, often those who have so far gained few qualifications, the opportunity to have their unique skills and abilities developed, recognised and accredited. This in turn can lead, of course, to greater employability and the possibility of apprenticeships and further vocational training. I have seen first-hand the valuable differences that our work can make and there is no question but that CVQO fulfils a vital need.

This is an exciting time for CVQO as we have a number of new and important initiatives in the course of development and I and my fellow trustees are so grateful for the support and encouragement of the Department for Education, the Education and Skills Funding Agency and so many senior members of the Armed Services and the Cadet Forces.

Lingfield

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WELCOME



A very warm welcome to the 2019/2020 CVQO Prospectus.

What you hold in your hands is the third edition of our increasingly popular annual Prospectus. Putting this document together is always an enjoyable task because it provides us with the chance to take stock of the array of fantastic opportunities CVQO provides to young people and adults.

The last year has been challenging and rewarding in equal measure. CVQO has been tested in ways it has not before, not least by our Ofsted inspection, but I am pleased to say we passed with flying colours and secured a 'Good' rating.

I am so proud that CVQO is perceived as providing such value to our learners. This was a hugely positive endorsement not only of our qualifications, but of the CVQO philosophy and our team as a whole.

Additionally, we held our first-ever CVQO Westminster Award reunion in February for a group of finalists from 2012-2018. We took the opportunity to run a series of focus groups and ask our 'alumni' whether they felt we were on the right track with our future plans.

I am pleased to say they were extremely positive as to the direction CVQO is heading but it certainly gave us food for thought – and a little more work to be getting on with!

Our charity exists to recognise the skills that others do not and, more importantly, to demonstrate that education is not a one size fits all solution. It is often easy to forget that talent lies everywhere, whereas opportunity does not, and it is that opportunity that CVQO offers; a chance to shine regardless of one's background or social status.

Our learners are what drive us forward as we strive to deliver qualifications that enable them to pursue whichever path in life they choose.

I never cease to be amazed by what our learners go on to achieve after their experiences with CVQO and I look forward to providing them with progressive, accessible education opportunities for many years to come.

Guy Horridge, Chief Executive





MY CVQO STORY

Alex Anderson

Alex Anderson was named our CVQO Westminster Award winner in 2018. He completed a BTEC Level 2 and ILM Level 3 qualification through CVQO. Here's his story:

"I have always struggled with exams. They cause me a great deal of stress, which is why I left school at 16. However, being able to learn new skills through CVQO has allowed me to regain an interest in education and develop myself so I could become a more rounded individual.

"Both CVQO-led qualifications show employers that I am keen to learn and have a good work ethic. In addition, they show that I care about what I do and volunteering has helped me to meet new people and improve my social skills.

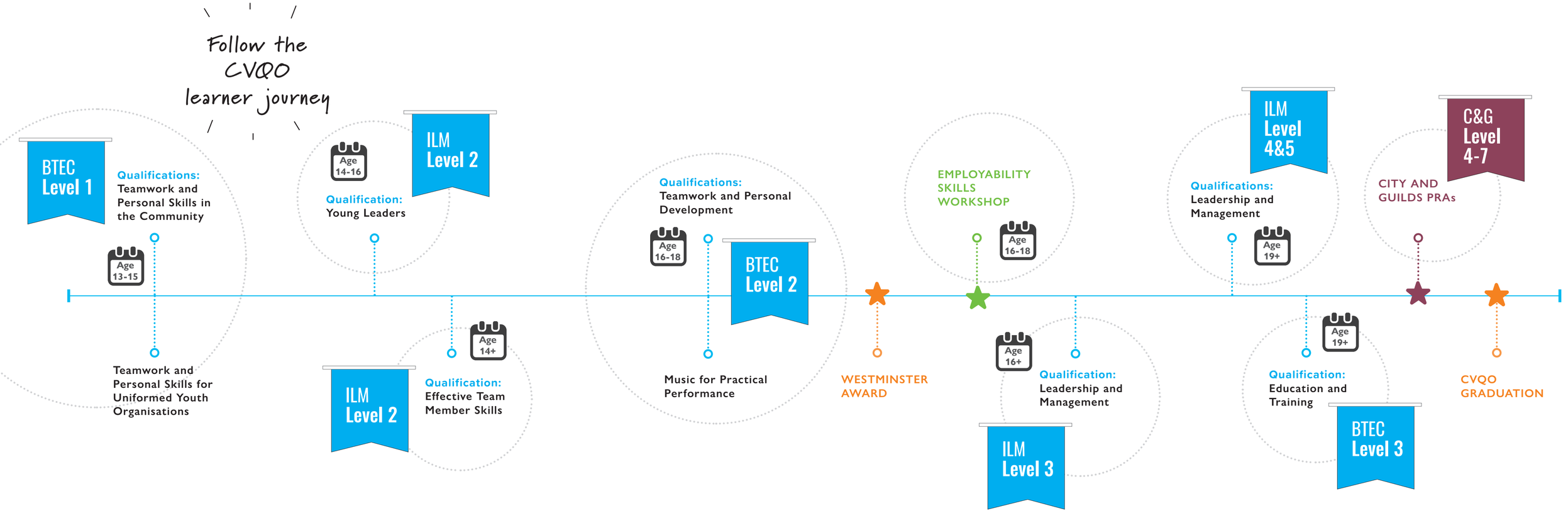
"When I was younger I struggled to speak to people and make friends. This is because I have Asperger's Syndrome which means that I don't handle change very well and hated being pushed out of my comfort zone.

"However, participating in CVQO-led qualifications has really helped and encouraged me to try new things, learning new skills and experiences. I did struggle through parts of the qualifications but the CVQO staff were absolutely amazing and supported me throughout."



Alex speaking at CVQO Graduation 2018




Follow the CVQO learner journey
BTEC Level 1
Qualifications: Teamwork and Personal Skills in the Community
Age 13-15
Teamwork and Personal Skills for Uniformed Youth Organisations
Age 14-16
ILM Level 2
Qualification: Young Leaders
ILM Level 2
Age 14+
Qualification: Effective Team Member Skills
Qualifications: Teamwork and Personal Development
Age 16-18
BTEC Level 2
Music for Practical Performance
WESTMINSTER AWARD
EMPLOYABILITY SKILLS WORKSHOP
Age 16-18
Age 16+
Qualification: Leadership and Management
ILM Level 3
ILM Level 4&5
Qualifications: Leadership and Management
Age 19+
Age 19+
Qualification: Education and Training
BTEC Level 3
CITY AND GUILDS PRAs
C&G Level 4-7
CVQO GRADUATION

Open here

Turning youth group skills into life skills

CVQO is a UK education charity and learning provider. We deliver vocational qualifications to youth group members and their adult instructors. Our qualifications are accredited by Pearson BTEC, ILM and City & Guilds.

These are typically focused on areas such as public services, adventurous training, music, teamwork, communication, leadership and management.

Put simply, we recognise the skills young people and adult instructors practice every day in organisations such as the MOD Cadet Forces (think Army Cadet Force, Sea Cadet Corps, RAF Air Cadets, Combined Cadet Force) and accredit them with vocational qualifications.

The best thing about our qualifications is that they are more often than not delivered at no cost to the learner - and where there is a registration fee, it's heavily subsidised.











QUALIFICATION BADGES

BTEC LEVEL 1
BRONZE

ILM LEVEL 2
SILVER

BTEC LEVEL 2
GOLD

ILM LEVEL 3
RED

WESTMINSTER AWARD BADGES

STAGE 1
NOMINATION

STAGE 2
SUBMISSION

STAGE 3
SELECTION EVENT

STAGE 4
HOUSE OF LORDS & SOUTH AFRICA

A brand new set of CVQO badges are now available for young people completing CVQO-led qualifications.

WHICH BADGES ARE AVAILABLE?

In total there are eight types of badge; four covering the different levels of CVQO qualification and four for the different stages of the CVQO Westminster Award. These are sent with completion certificates for the corresponding qualification.

BTEC Level 1 (bronze)
Awarded to learners completing the BTEC Level 1 in Teamwork and Personal Skills for Uniformed Youth Organisations.

ILM Level 2 (silver)
Awarded to learners completing the ILM Level 2 Award for Young Leaders or the ILM Level 2 Award in Effective Team Member Skills.

BTEC Level 2 (gold)
Awarded to learners completing the BTEC Level 2 in Teamwork and Personal Development in the Community or Music for Practical Performance (Diploma and Extended Certificate).

ILM Level 3 (red)
Awarded to learners completing the ILM Level 3 Award in Leadership and Management.

CVQO blue lion
Awarded to cadets who are nominated for the CVQO Westminster Award.

CVQO bronze lion
Awarded to cadets who reach the second stage of the CVQO Westminster Award.

CVQO silver lion
Awarded to cadets who reach the selection event stage of the CVQO Westminster Award.

CVQO gold lion
Awarded to cadets who are named as finalists in the CVQO Westminster Award (House of Lords and South Africa expedition).

Find out more on our website under the news section



QUALIFICATIONS FOR YOUNG PEOPLE

CVQO offers a range of qualifications accredited by Pearson and ILM that are designed to recognise the skills young people develop as members of youth and cadet groups. These skills, such as teamwork, communication, leadership, problem-solving and self-reliance, are sought after by employers and education institutions, setting our learners up for life whichever path they choose to follow.

Social media

@CVQO #CVQO







"I have seen first-hand the fantastic opportunities and experience that being a cadet can bring to young people.

"Skills such as teamwork, communication and leadership are vital, practical skills that are so valued by employers, whichever path you choose.

"CVQO are rightly recognising the skills and abilities of our cadet forces with qualifications that will help set them on their path to success."

Gavin Williamson MP
Secretary of State for Education

BTEC LEVEL 1

SCQF LEVEL 4

Teamwork and Personal Skills in the Community

AND

Teamwork and Personal Skills for Uniformed Youth Organisations



Age 13-15

What is it and what will I learn?

Our BTEC Level 1 qualifications represent the first step on the CVQO learner journey and are intended for learners aged 13-15. They provide recognition of early youth group and cadetting skills that are often transferable into the world of work.

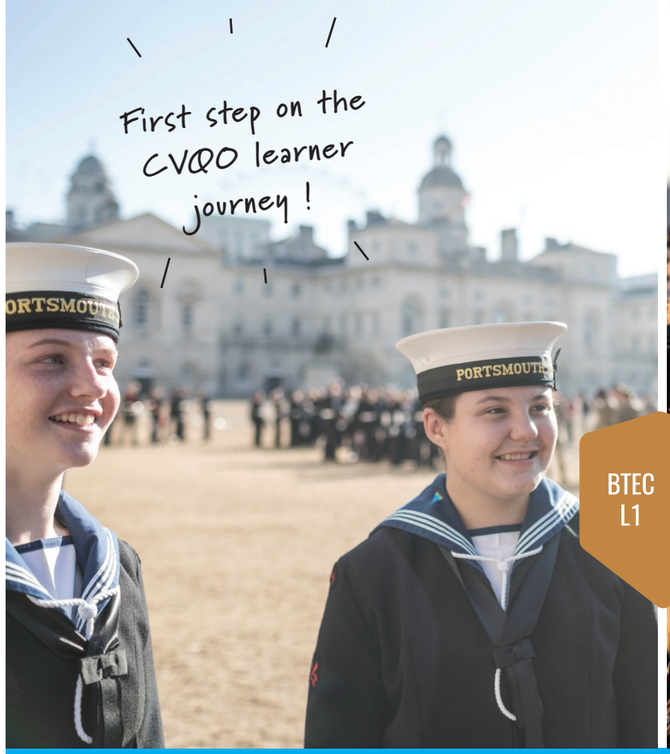
The CVQO-led BTEC Level 1 covers areas such as working as part of a team, personal development and citizenship skills, but the syllabus differs slightly depending on the organisation the learner belongs to.

MOD cadets reaching the rank of 1 Star (ACF), Ordinary Cadet (SCC), Marine Lance Corporal (RMC) or First Class Cadet (ATC) will have accrued enough experience to complete the qualification.

Learners can expect to study units including:

- Self-reliance in a fieldcraft environment
- Preparing for expeditions
- Working as a volunteer
- Navigating using map and compass
- Exploring music performance skills

The BTEC Level 1 is a fantastic introduction to the world of vocational qualifications and develops the learner's knowledge, understanding and skills that support their personal growth and employability.





On successful completion you will receive:

// BTEC accredited certificate
// Another qualification to add to your CV
// CVQO badge

How to get involved

To register learners on the BTEC Level 1 or discuss eligibility, contact us via the CVQO website, call the CVQO HQ on 01276 601 701 or speak to your Regional Manager.

What comes next?

BTEC Level 2 or ILM Level 2

ILM LEVEL 2

SCQF LEVEL 5

Award for Young Leaders

What is it and what will I learn?

Age 14-16

The course is aimed at 14 to 16-year-old cadets and is designed to challenge them to unlock their leadership potential. Learners will have loads of fun and discover how to motivate and inspire those around them.



How does it work?

The qualification is delivered by a team of CVQO instructors over two consecutive days and includes a combination of practical leadership activities and classroom-based theory lessons.

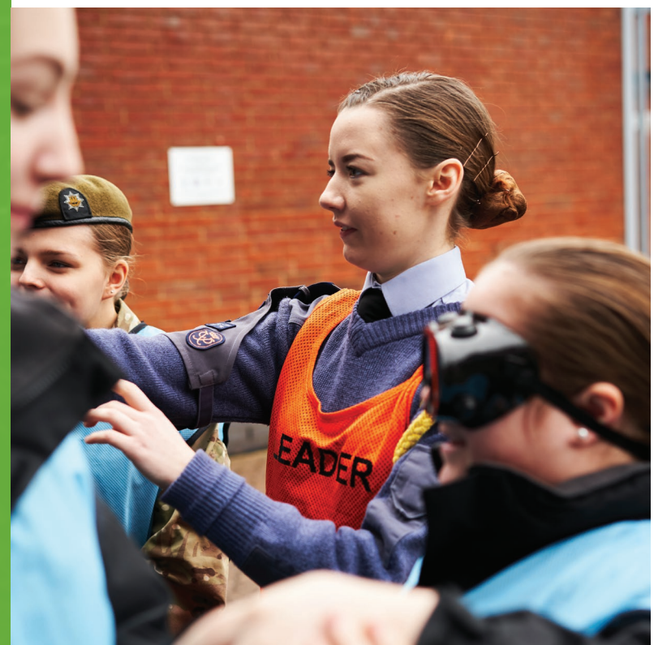
Learners will be assessed through their written work, peer feedback and self-assessment. Workbooks are completed during the course and assessed by CVQO instructors.

A small fee of £15 per learner is payable to CVQO in order to run the course. This contributes towards course delivery, learning materials, registration with ILM, assessment and certification.

Interested youth or cadet groups must be able to provide:

- Two consecutive days of training (e.g. a weekend or two days at annual camp)
- Their own Cadet Force Adult Volunteers who hold duty of care and act as a point of contact for CVQO instructors
- Overnight accommodation and food for the CVQO instructors
- A suitable venue that can accommodate your cadets and all staff
- Sufficient teaching space for all elements of the course





What support is available?

Depending on the programme, learners may be supported through Moodle, CVQO's virtual learning environment (VLE). CVQO also has a network of Area and Regional Managers supporting youth group leaders and their learners across the UK.

How to get involved

If you are interested in running an ILM Level 2 Young Leaders course, please visit the CVQO website and complete the course enquiry form.

On successful completion you will receive:

// ILM accredited certificate

// Another qualification to add to your CV

// CVQO badge

What comes next?

BTEC Level 2 or ILM Level 3

> "I had the best time in cadets that I have had in a while. I looked forward to every lesson and the CVQO instructors made the experience even better!"
>
> CVQO ILM Level 2 Young Leaders learner

ILM LEVEL 2

SCQF LEVEL 5

Award in Effective Team Member Skills

What is it and what will I learn?

The ILM Level 2 Award in Effective Team Member Skills is delivered using CVQO's course package route and is aimed at individuals working as part of a team.

The qualification helps learners understand how team members work together as part of an effective team and how they can improve their own performance. Taught content includes:

- What a team is and how it develops
- The role of communication in effective teams
- How conflict is a normal part of team development
- Personal development as a team member

How long will it take?

The course is flexible in the way in which it can be delivered and this will depend on how the delivery partner wishes to structure the programme. The course can be delivered intensively over a few days or for a few hours on a weekly basis. Depending on the qualification the written tasks are completed either as part of the course delivery or in the learner's own time.

What support is available?

Depending on the programme, learners may be supported through Moodle, CVQO's virtual learning environment (VLE). CVQO also has a network of Area and Regional Managers supporting youth group leaders and their learners across the UK.

How to apply and eligibility

Age 14 +

You are eligible for this qualification if:

- You are over the age of 14 and are a member of a team
- You possess or are working towards Level 1 skills in literacy and numeracy (e.g. grade D-G or above in English Language and Mathematics at GCSE, or equivalent)



On successful completion you will receive:

// ILM accredited certificate

// Another qualification to add to your CV

// CVQO badge

How to get involved

To register your interest and discuss this qualification further, contact us via the CVQO website or email **ilm@cvqo.org**

What comes next?

BTEC Level 2 or ILM Level 3

BTEC LEVEL 2

SCQF LEVEL 5

Teamwork and Personal Development in the Community



What is it and what will I learn?

Age 16-18

The BTEC Level 2 in Teamwork and Personal Development in the Community (SCQF Level 5) is achieved by thousands of youth group and cadet force members each year and is one of our flagship qualifications.

Learners can expect to study units including:

- Adventurous activities
- Career planning
- Health and fitness
- Teamwork and communication skills
- Land navigation by map and compass

The qualification provides recognition of youth group and cadet activities and is a perfect way to help strengthen higher education, apprenticeship or job applications. It also looks great on a CV as a way to complement school and college work.

CVQO offers an Extended Certificate and Diploma for the BTEC Level 2.

How is the work completed?

The BTEC Level 2 in Teamwork and Personal Development in the Community can be completed by filling in a workbook (either printed or online). This is then submitted to us for marking and assessment.





BTEC L2 CVQO

"In today's competitive world, CVQO BTEC qualifications can provide a potential employer with a candidate that has proven commitment to their future.

"The skills they learn through these qualifications are invaluable. They also promote confidence and working as part of a team which I believe are positive attributes for anyone to succeed."

Lisa Middleton, TS Bulldog Sea Cadet Corps





How long will it take?

The qualification recognises practical skills learned and developed through youth group activity. To accumulate this experience and complete the associated workbook, a minimum of 12 months is recommended

What support is available?

CVQO has a network of Area and Regional Managers supporting youth group leaders and their learners across the UK. They are available to provide assistance at every stage of this qualification.

How to apply and eligibility

If you're aged 16-18 and part of a youth group in England, the qualification is likely to be available at no cost. Limited places are available in Wales, Scotland and Northern Ireland.



Don't forget! Being enrolled on a BTEC Level 2 qualification means you are eligible to be nominated for the CVQO Westminster Award. Nominations open in November every year.

On successful completion you will receive:

// BTEC accredited certificate
// Another qualification to add to your CV
// CVQO badge
// The chance to be nominated for the CVQO Westminster Award



Open here

"Vocational qualifications now feature frequently among university applicants, with one in four of all applicants from England (26%) having studied at least one BTEC qualification"

Social Market Foundation research, 2018

How to get involved

To register your interest in the BTEC Level 2, contact us via the CVQO website, call the CVQO HQ on 01276 601 701 or speak to your Regional Manager.

What comes next?

ILM Level 3 Award in Leadership and Management

View our BTEC video!

BTEC LEVEL 2

Music for Practical Performance

"CVQO provide an excellent and flexible service, ensuring that the cadets are given every opportunity to achieve the BTEC Level 2 in Music for Practical Performance.

"The CVQO staff attend our events and, in addition to working with the students, take time to make sure that all my staff understand the syllabus and courses available. This partnership gives the cadets every opportunity to develop and achieve."

Lt Col Mike Neville, Commandant ACF Music

Age 16-18

What is it and what will I learn?

The BTEC Level 2 in Music for Practical Performance is a qualification that focuses on particular aspects of employment within the music sector.

As well as recognising your performance ability, learners can expect to study units including:

- Professional development in the music industry
- Solo musical performance
- Working as a musical ensemble
- Planning and creating a musical product

CVQO offers an Extended Certificate and Diploma for the BTEC Level 2.

How is the work completed?

The BTEC Level 2 Diploma in Music for Practical Performance can be completed using a lot of the practical music performance that you are already doing within your youth or cadet group and by completing a workbook (either printed or online). This is then submitted to us for marking and assessment.

How long will it take?

The qualification recognises practical skills and performance learned and developed from your music activities. To accumulate experience and complete the workbook, a minimum of 12 months is recommended.



Don't forget! Being enrolled on a BTEC Level 2 qualification means you are eligible to be nominated for the CVQO Westminster Award.

BTEC L2 CVQO

What support is available?

CVQO has a network of Area and Regional Managers supporting youth group leaders, bandmasters, music tutors and their learners across the UK. They are available to provide assistance at every stage of the qualification.

How to apply and eligibility

If you're aged 16-18 and part of a youth group in England, the qualification is likely to be available at no cost. Limited places are available in Wales, Scotland and Northern Ireland.

How to get involved

To register your interest in the BTEC Level 2, contact us via the CVQO website, call the CVQO HQ on 01276 601 701 or speak to your Regional Manager.

On successful completion you will receive:

// BTEC accredited certificate
// Another qualification to add to your CV
// CVQO badge
// The chance to be nominated for the CVQO Westminster Award

What comes next?

ILM Level 3 Award in Leadership and Management

THE WESTMINSTER AWARD JOURNEY



STAGE 1

GET NOMINATED - The adventure begins here in November each year. Cadets fitting the age criteria who have enrolled on or completed a CVQO-led BTEC Level 2 are eligible to be nominated for the CVQO Westminster Award.

STAGE 2

SECOND STAGE SUBMISSION – Those nominees who make it through the initial sift are set a challenge to justify why they should be chosen for our four-day selection event in Somerset. This changes each year, but we encourage our nominees to be as creative as possible in their submission.

STAGE 3

SELECTION EVENT – Our four-day selection event in Somerset is engaging, challenging and, above all, a huge amount of fun. There's a lot at stake, with the House of Lords lunch and South Africa trip on offer for the finalists, but to get to selection is a huge achievement in itself. All participents have the chance to gain an ILM Level 3 in Leadership and Management.

View our WA video!

STAGE 4

HOUSE OF LORDS LUNCH – Shortly after selection, we announce our CVQO Westminster Award finalists. The next stage for those lucky cadets is a visit to the House of Lords in June for a celebratory lunch with their friends and families. This is where the overall CVQO Westminster Award winner is announced.





WESTMINSTER AWARD BADGES

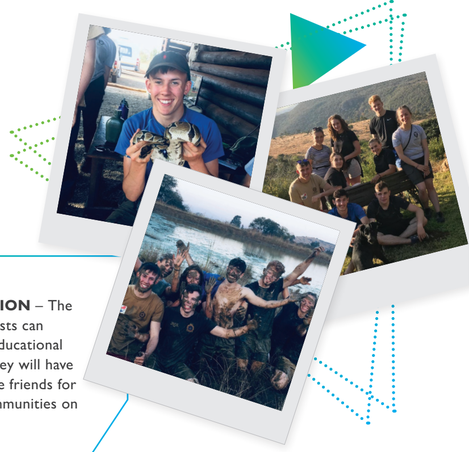
STAGE 1
NOMINATION

STAGE 2
SUBMISSION

STAGE 3
SELECTION EVENT

STAGE 4
HOUSE OF LORDS & SOUTH AFRICA

See page 9 for full badge detail



SOUTH AFRICA EXPEDITION – The ultimate prize. In July our finalists can look forward to a two-week educational expedition to South Africa. They will have unforgettable adventures, make friends for life and work with remote communities on conservation projects.

"I learned so much by taking part in the CVQO Westminster Award, but the key principle that is now engraved in my mind is 'just do it!'

"Many times in my life I had let myself down and not done new things due to overthinking, worrying too much or from fear.

"The whole experience helped to teach me not to allow fear to define and determine my actions and prevent me from living life and reaching my potential."

Ruta Dubinskaite
2019 CVQO Westminster Award winner



Open here







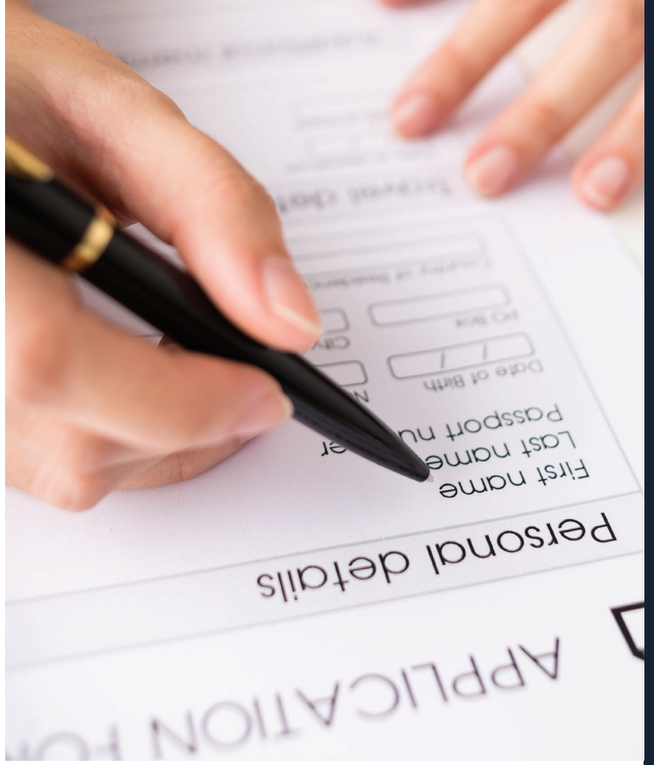




CVQO WESTMINSTER AWARD

Selflessness, community work and altruism are what we look for in our CVQO Westminster Award nominees. If you know of a special young person who fits the bill, make sure they're nominated for this brilliant award that recognises and rewards our best learners each year.





Employability Skills Workshop

What are CVQO Employability Skills Workshops?

Age 16-18

Our CVQO Employability Skills Workshops are two-day programmes, funded, devised and delivered by CVQO, aimed at honing the employability skills of young people through new workplace-relevant qualifications, coaching and mentoring.

They are designed for CVQO learners who are preparing to move from education into the challenging world of higher/further education, work and apprenticeships.

The programme also improves awareness of, and access to, the opportunities available to young people post-GCSE by introducing them directly to regional colleges and employer networks.

What do candidates learn?

The two-day programme is focused on developing practical employability skills including:

- **Employability skills coaching**
  - Interview skills
  - Creating a great CV
  - Writing job applications
  - Meeting employers and college recruiters
- **Additional certificated qualifications**
  - Food Hygiene and Safety Level 1 Certificate
  - Completion of BTEC Level 2 (workbook 1)
- Mentor sessions with guest speakers from employers and partner colleges
- Introducing learners to a CVQO partner college to look at existing apprenticeship opportunities
- STEM tasks

How to get involved

To register your interest in our Employability Skills Workshops and book a course, either contact us via the CVQO website or speak to your Regional Manager.

> *The most valuable part of the workshop was learning what employers are looking for and then developing our interview and CV writing skills. As someone who wants to do an apprenticeship straight from school this was so useful.*



ILM LEVEL 3

SCQF LEVEL 6

Award in Leadership and Management



What is it and what will I learn?

The ILM Level 3 Award in Leadership and Management is a flexible qualification that can be undertaken by young people and adults.

It is aimed at learners who have management responsibilities but no formal training, as well as new, aspiring or practicing first line managers – and is also the qualification CVQO Westminster Award candidates gain as part of the selection event.

The qualification is unit-based and the content will differ according to the combination of units used by each delivery course.

Learners can expect to study topics such as:

- Solving problems and making decisions
- Giving briefings and making presentations
- Understanding leadership
- Understanding how to establish an effective team
- Leading and motivating a team effectively

How is the work completed?

The course is completed via a blend of written work and practical tasks.



On successful completion you will receive:

// ILM accredited certificate

// Another qualification to add to your CV

// CVQO badge

How long will it take?

The length of course will depend upon the delivery partner's course structure and programme. Although some of the ILM work may be completed during your time on the course, it is expected that you will need to complete some in your own time. The course element can be completed in as little as a week, but extra time may be requested.

What support is available?

Depending on the programme, learners may be supported through Moodle, CVQO's virtual learning environment (VLE). CVQO also has a network of Area and Regional Managers supporting youth group leaders and their learners across the UK.

What are the eligibility criteria?

Age 16+

You are eligible for this qualification if:

- You are over the age of 16 and have responsibility over your peers in your organisation
- You possess or are working towards Level 2 skills in literacy and numeracy (e.g. grade A*-C or above in English Language and Mathematics at GCSE, or equivalent)

How to get involved

To register your interest and discuss this qualification further, contact us via the CVQO website or email **ilm@cvqo.org**

QUALIFICATIONS FOR ADULTS

CVQO offers a broad selection of qualifications for adults accredited by Pearson, ILM and City & Guilds. Our BTEC Level 3 in Education & Training provides a pathway to teaching, our City & Guilds Professional Recognition Awards offer recognition of leadership and management skills and our ILM Level 4 and 5 qualifications can be obtained by attending the relevant accredited Cadet Force Adult Volunteer course.

NEWS

PRINCESS ROYAL TRAINING AWARD 2019

CVQO has been recognised by the Princess Royal Training Award scheme for the delivery of our qualifications to volunteer adults. The prestigious Princess Royal Training Awards represent an honour for UK employers that have created lasting impact by successfully linking their skills development needs to business performance.



ILM LEVEL 3, 4 AND 5

SCQF LEVEL 6,7 & 9

Awards in Leadership and Management

CVQO offers three levels of ILM qualifications for adults: the ILM Level 3, 4 and 5 Awards in Leadership and Management. All of these are directly accredited by certain Cadet Force Adult Volunteer courses. The ILM Level 3 Award can be adapted to suit learners of multiple age ranges and is also run by several commercial organisations, for example British Gas.



How can I access these courses?

Our ILM qualifications are directly accredited by a number of Cadet Force Adult Volunteer courses, as detailed below. Each one is intended to help individuals develop their management skills and lead others effectively.

The ILM Level 3 Award in Leadership and Management can be achieved by attending:

- the Sea Cadet Corps Chief Petty Officer Course (CPO)
- the Sea Cadet Corps Junior Officer Staff Course (JOSC)
- the Royal Marines Colour Sergeant Course (CSgt)
- the Army Cadet Force Adult Leadership and Management Course (ALM)

The ILM Level 4 Award in Leadership and Management can be achieved by attending:

- the RAF Air Cadets Officers' Initial Course (OIC)
- the Army Cadet Force Initial Officer Training Course (IOT)

The ILM Level 5 Award in Leadership and Management can be achieved by attending:

- the RAF Air Cadets Squadron Commanders' Course (SCC)
- the Army Cadet Force King George VI Memorial Leadership Training Course (KGVI)
- the Royal Marines Band Service B1 Course



What comes next?

City & Guilds Professional Recognition Awards

Each level is unit-based and learners can expect to cover topic areas such as:

- Planning and leading a complex team activity
- Managing risk in the workplace
- Developing and leading teams to achieve organisational goals and objectives
- Assessing your own leadership capability and performance
- Managing projects in the organisation

How is the work completed?

Achievement of these qualifications is dependent on your prior experience and your ability to attend qualifying courses, in addition to the completion of post-course assignments.

How long will each take?

The length of each course depends on which external course you are attending and how it is structured. There is some work to complete in your own time, but further information about how this is achieved and any associated deadlines will be provided to you when you attend.

How to apply and eligibility

Age 18+

- You are over the age of 18
- You possess Level 2 skills in literacy and numeracy (e.g. grade A*-C or above in English Language and Mathematics at GCSE, or equivalent)
- You attend one of the courses detailed on this page

BTEC LEVEL 3

Education and Training



What is it and what will I learn?

The BTEC Level 3 Award in Education and Training is the first of a suite of three exciting teacher training qualifications.

This is an ideal professional qualification for adult volunteers in the cadet forces as it recognises and builds upon the skills and abilities you already demonstrate in your role. It focuses on three key areas: roles and responsibilities in education and training, inclusive teaching and learning approaches and assessment. There is also an assessment of your practical teaching skills.

How to apply and eligibility

Age 19+

Courses are organised by local training officers in consultation with our Professional Development Manager and candidates apply through their cadet training teams. Applicants must be a minimum 19 years of age and there is a requirement for candidates to hold or be working towards a level 2 qualification (GCSE equivalent) in English and Mathematics and to demonstrate competence in ICT.

Course delivery

This is known as a blended learning course as it combines face-to-face delivery with tutor supported online learning and assessment. There is a requirement for candidates to work as a group of peers who come together for two parts of the course – an induction day and a micro-teach assessment day. The remainder of the teaching, learning and assessment takes place online using CVQO Moodle, supported by the tutor.

The idea behind this format is to minimise the requirement for face-to-face days, especially for busy adult volunteers who need to balance their work, home and volunteer lives.

How is the work completed?

There are three units, with coursework being completed online through Moodle and online forums taking the place of traditional classroom discussions. There are also six assignments through which you will be formally assessed, along with the assessment of your practical teaching skills during the micro-teach day.

How long will it take?

We recommend that the qualification should be completed within six months. This includes 48 guided learning hours based on the teaching and learning resources available through Moodle and a total qualification time of 120 hours to reflect time for research, preparing assignments for submission and preparation for your micro-teach assessment.

For more information, please speak to CVQO's Professional Development Manager, Paul Atkinson (**paul.atkinson@cvqo.org**)

> *"The experience was enjoyable and interesting and gave me the confidence to develop new ways of teaching. I have found the qualification is opening new doors for me and has encouraged me to seek alternative employment in the field of education."*
>
> **Sarah Kelly, BTEC Level 3 Education & Training graduate**



CITY & GUILDS PRA

Leadership and Management



What are they and what will I learn?

The City & Guilds Professional Recognition Awards in Leadership and Management (PRAs) represent a vocational route to higher education. They don't involve new learning and you won't have to attend a course. Instead, you have an opportunity to reflect on your leadership and management roles over the previous five years in order to demonstrate that you have the skills and experience to achieve the award.

Completing a PRA will also entitle you to use the appropriate post-nominal letters for the City and Guilds of London Institute.

We offer four levels of Professional Recognition Award:

City & Guilds	Post-nominal	Qualification level and comparison
Licentiateship	LCGI	Level 4 (comparable to a Certificate of Higher Education)
Affiliateship	AfCGI	Level 5 (comparable to a Foundation Degree)
Graduateship	GCGI	Level 6 (comparable to a Bachelor's Degree)
Membership	MCGI	Level 7 (comparable to a Master's Degree)

How is the work completed?

You need to show us that you have the leadership and management experience required by writing a reflective account that provides real-life examples of your leadership actions. This must be illustrated by first-hand evidence, including witness testimony, to support your reflective writing.

Each level of Award has six broad standards:

- Commitment to Professional Standards
- Communication and Information Management
- Leadership
- Professional Development
- Working with Others
- Managing Customer Relationships

In addition, there are a number of assessment criteria or Standard Statements specific to each Level that need to be considered and met.

CVQO will provide you with resource materials and your own CVQO mentor who will support you; helping you to work to deadlines and giving advice on your work in two formal reviews as you complete your submission. When you submit your work for assessment, we'll provide you with very detailed feedback about your work.

How long will it take?

The time allowed for the completion of an award is one year. Your mentor will work closely with you to agree review deadlines that suit your other commitments and pace of working.

How to apply and eligibility

You can enrol at any time of the year and the PRAs are open to anyone who has the experience of leadership and management that is required. This experience must be current (no more than five years old) and could have been gained either in an employed or volunteer role.

In general, the following levels of responsibility would be appropriate:

C&G Level 4	Candidates with supervisory experience
C&G Level 5	Candidates with line management responsibilities
C&G Level 6	Candidates with middle or senior management responsibilities
C&G Level 7	Candidates with strategic leadership responsibilities



GRADUATION



In October each year, CVQO holds a prestigious graduation ceremony to recognise our adult learners' achievements. It's thanks to them that so many young people around the UK are able to benefit from the activities and qualifications on offer at their respective youth groups, so to be able to give something back and celebrate them is very important to us.

The event is usually held at the prestigious Royal Military Academy Sandhurst, however in the past we have been hosted by The Royal Naval College Dartmouth, RAF College Cranwell and The Oval in London.

Our graduates will all have earned a City & Guilds Professional Recognition Award that will be equivalent to qualifications from Certificate of Higher Education to Master's Degree level, a CVQO-led ILM qualification or a BTEC Level 3 Award in Education and Training.

Eligible graduates are contacted in the summer and invited to register for the graduation ceremony, which is presided over by CVQO's Chairman, Lord Lingfield. It is attended by prominent military officials, representatives from Pearson, ILM, City & Guilds and The Worshipful Company of Educators as well as their friends and families.

"Although I found the CVQO-led City & Guilds Level 7 a personal challenge to complete, it has really opened doors for me.

"I completed the Level 6 Graduateship in 2006, then the Level 7 Membership in 2017. I have also been undertaking university study, completing a PGCE in 2011 and am currently undertaking a MA(Ed) Dissertation.

"I believe the whole idea of the CVQO is inspirational, and allows CFAVs to demonstrate their knowledge and experience and receive formal recognition for it."

Phil Hadfield – City & Guilds Level 7 graduate and RAF Air Cadets adult volunteer

- CITY AND GUILDS
- ILM L3, 4 AND 5
- BTEC L3 EDUCATION AND TRAINING







NEW QUALIFICATIONS



BTEC Level 2 in Fire and Rescue Service in the Community

CVQO are pleased to be working with the National Fire Chiefs Council to provide the BTEC Level 2 Award and Certificate in Fire and Rescue Service in the Community.

Fire Cadets across the UK will now be able to achieve a BTEC qualification as part of their cadet training. The BTEC Level 2 award will be linked to Fire Cadets Award One and the Certificate to Fire Cadets Award Two and Three.

Topics covered will include:

- Fire and home safety
- Health and safety
- Operational drills and equipment
- Social behaviour
- Communication
- Citizenship and social action

coming soon!

ILM Level 2 Award in Mentoring

What is it and what will I learn?

This qualification is for those who wish to develop their knowledge and skills to undertake effective mentoring in a range of situations.

How does the course work?

The course is completed by writing a portfolio including assignments, undergoing direct observation of mentoring, and writing a reflective journal.

ILM Level 3 Award in Effective Coaching

What is it and what will I learn?

This qualification is for those who wish to get the tools and grow their confidence to be able to coach people by helping shape individuals and unlock their potential

How does the course work?

The course is completed by writing a portfolio including assignments, undergoing direct observation, and writing a reflective journal.



We hope to formally launch these qualifications during early 2020. Keep an eye on our social media channels and the CVQO website for further information!



CVQO VALUES

Learner focused
Putting the learner at the centre of everything that we do

Caring and supportive
Helping the learners, tutors and each other

Professional
Being professional with everyone we meet and in everything we do

Going the extra mile
Putting in that extra effort to help a learner, tutor, parent or co-worker

Responsive and flexible
Able to respond to changes in the dynamic education environment

Ofsted Good Provider

OFSTED

In 2019, following a thorough inspection by Ofsted, CVQO received a 'Good' rating in all areas (or a '2'). We are incredibly proud of this achievement and particularly to be recognised as providing such value to our learners.

"Leaders and managers provide unique opportunities for young people in the cadet services. They have designed courses that accredit the knowledge, skills and experiences young people gain in the cadet forces. Learners develop the knowledge and skills they need for the next steps in their careers. Such knowledge and skills support them to apply for jobs in the Armed Forces or to move to higher education and apprenticeships."

CVQO Ofsted Report, Feb 2019

ACCREDITATION

About Pearson

Pearson is the world's leading learning company, with 40,000 employees in more than 70 countries working to help people of all ages to make measurable progress in their lives through learning.

Pearson provides learning materials, technologies, world class qualifications, assessments and services to teachers and students in order to help people everywhere aim higher and fulfil their true potential.

In the UK, Pearson is the largest awarding organisation offering academic and vocational qualifications that are globally recognised and benchmarked, with educational excellence rooted in names like Edexcel, BTEC, EDI and LCCI.

Pearson are driving innovation through digital products such as ResultsPlus, and supporting skills and employability for progression in study, work and life.

Learn more uk.pearson.com

BTEC
Approved Centre from Pearson

About the City & Guilds Group

The City & Guilds Group is a world leader in skills development, with 140 years' unrivalled experience. Working in over 100 countries around the world, our purpose is to enable people, organisations and economies to develop their skills for growth.

City & Guilds Group's brands support people into a job; on the job and into the next job; helping individuals, businesses and economies to thrive.

City & Guilds and ILM develop qualifications, apprenticeships and assessments from entry level through to management. They also accredit skills training and help individuals to showcase their skills through digital credentialing using open badges.

ilm Approved Centre

City & Guilds Approved Centre



Ofsted Good Provider

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CVQO, 3 Archipelago, Lyon Way, Camberley, Surrey, GU16 7ER

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