BTEC LEVEL 2

Teamwork and Personal Development in the Community

Cadet Vocational College

Learner Handbook

Version 3.1

About this handbook

This handbook is intended to guide you through your TPD qualification from registration to completion.

The sections in this learner handbook aim to:

1. **Provide an overview of Cadet Vocational College**
2. **Outline our BTEC TPD qualification and how you can get started on it**
3. **Detail how we can help you**
4. **Enable you to start completing your assessed work**
5. **Outline your responsibilities as a learner**
6. **Explain our responsibilities to support you**

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What we do

Cadet Vocational College is an education charity that provides vocational qualifications to members of uniformed youth organisations and their adult instructors. We know that the more qualifications an individual has, the better their chance to succeed in all areas of life, including further education and employment.

Our vocational qualifications recognise the skills and knowledge that young people and their adult instructors develop in such organisations as the Army Cadets, Royal Air Force Air Cadets, Combined Cadet Force, Sea Cadets, St John Ambulance, Fire Cadets, Boys Brigade and Scouts.

Colleges, universities and employers recognise our qualifications, so when our learners include on their CV's that they have achieved a qualification with Cadet Vocational College, they can see that our learners have the key skills and knowledge in areas such as teamwork and leadership, as well as the personal qualities that they are looking for.

Our courses are designed to be fun, interactive and engaging through a flexible approach to learning. Put simply, our qualifications are tailored to the individual and can be structured to fit in around schoolwork and other responsibilities with the support of our dedicated Teaching & Learning team.

The best thing about our qualifications is that more often than not, our courses are delivered at no cost to the learner; and where there is a fee to pay, this will be more affordable with Cadet Vocational College than compared with other education providers.

For more information about our BTEC, ILM and City & Guilds qualifications please visit our website at www.cvcollege.org



Why study with us…

- Choose units that are linked into your organisation's syllabus
- Provides additional evidence of your achievements
- Boosts your CV
- Personal development opportunities
- Access opportunities to improve your employability skills
- Apply for the Westminster Award
- Stand out from the crowd
- Include details on your UCAS application
- Take steps to progress in your career

Whatever stage of your career you are at, whatever your ambitions are, there's a Cadet Vocational College led qualification suitable for you.

We offer vocational learning opportunities to individuals from a wide range of ages and backgrounds. Our qualifications are open to everyone with the desire to learn and that equality of access is what makes us inclusive.

Learners can begin their journey with us as early as 13 with a BTEC Level 1, progressing through our BTEC Level 2 and ILM Level 3 qualifications, all the way up to a City & Guilds Professional Recognition Award.

Some of our learners have used their Cadet Vocational College qualifications to help them gain access to the most prestigious education institutions in the world, while others have secured equally brilliant apprenticeships, job offers or promotions as a result of their hard graft.



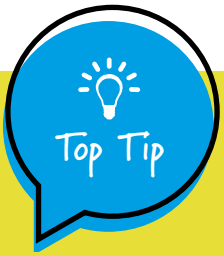
Teaching and learning sessions

Our teaching and learning team run weekly interactive virtual sessions via Zoom for each unit and you are welcome to join us. We will ask you to switch on your camera, unmute yourself at times and participate in the chat facility to ensure that the best learning environment is created for you. To attend one, you will need to pre-register to receive a set of joining instructions.

Register for a session now!

https://cvcollege.org/events-awards/

Alternatively your tutor may offer you 'face to face' sessions that you can attend within your own organisation, *or* you may opt to use our resources and work independently.



Keep in contact with your Teaching and Learning Manager!

Your TLM will set you personal targets and support you through your qualification. Keep their contact details safe and if you have any questions, please ask them!

Progress your learning journey with Cadet Vocational College

Start

THE LION AWARD

Age 8-14



BTEC Level 1

Age 13-15

Qualification:
Teamwork and Personal Skills for Uniformed Youth Organisations

Introductory Award in Public Services



Age 16-19

BTEC Level 2

Qualifications:
Teamwork and Personal Development in the Community

Fire and Rescue Services in the Community

Employability Skills Workshop

Westminster Award





ILM Level 3

Age 16-19

Qualification:
Leadership and Management

C&G Level 3

Age 19+

Qualification:
Education and Training



C&G Level 4-7

Age 19+

Qualification:
Leadership and Management

Graduation

Impact on you

Registering on one of our qualifications could be life changing! Below are two of our many success stores, Apple-Jane and Louisa. Follow the links below to read their stories in full on our website.



SUCCESS STORIES

Apple-Jane's story

In 2016, at the age of 14, I left school as I was the victim of persistent bullying which required intervention. The bullying had taken many forms, including digitally, which left me feeling 'invaded' as it carried on even when I was home...

→ Learn More

https://cvcollege.org/?success-story=apple-janes-story



SUCCESS STORIES

Louisa House – Hereford and Worcester Army Cadet Force

Louisa House, of Hereford and Worcester Army Cadet Force, talked to us about studying a BTEC Level 2 through CVQO and the...

→ Learn More

https://cvcollege.org/?success-story=louisa-house-hereford-and-worcester-army-cadet-force

Our values

Learner focused | Caring and supportive | Inclusive and diverse
Going the extra mile | Responsive and flexible

Follow us on social media | @cvcollegeuk

About Cadet Vocational College - complete ✓

Getting started on your learner journey

BTEC Level 2 Teamwork and Personal Development in the Community (TPD)

What is the qualification?

Our Cadet Vocational College-led BTEC Level 2 is an exciting, varied qualification that allows universities and employers to understand the fantastic skills and achievements you have developed in your uniformed youth organisation. You will learn about teamwork, communication, employability, volunteering, adventurous activities and much more.

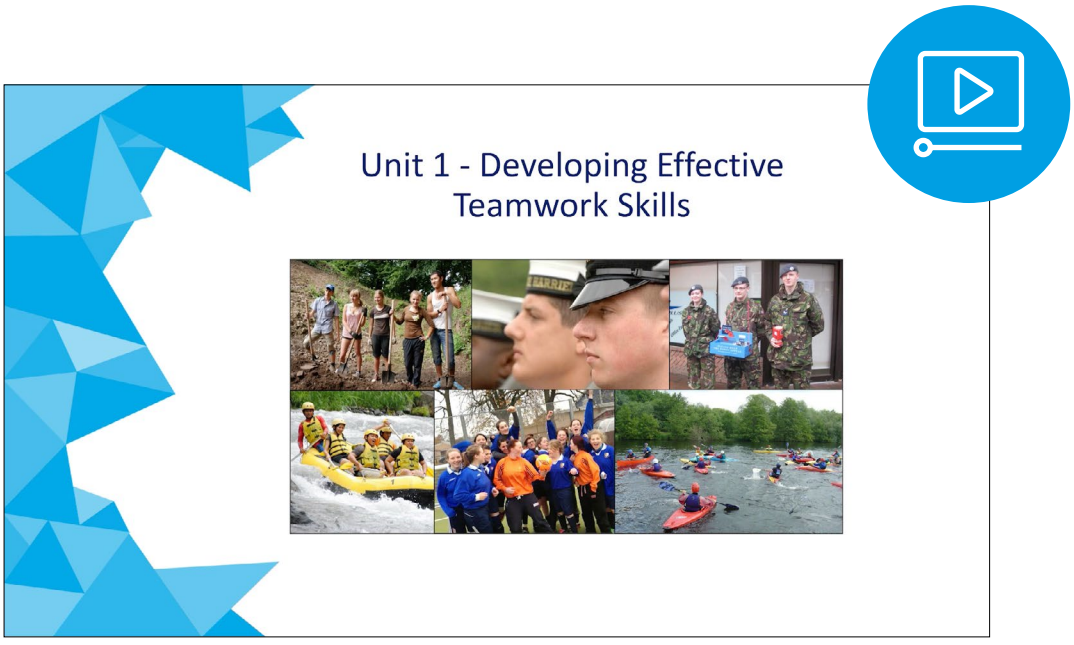
For a little extra effort you can earn a recognised qualification that will help make your organisations experience more valuable as you head towards further education or employment.

You may have already completed some of the work required, known as Recognised Prior Learning (RPL). This would be through the practical activities and training that you may have already taken part in, e.g. Duke of Edinburgh Award, volunteering or adventurous activities. Some of the BTEC Units can be achieved fully through RPL, others require assessment tasks. Where the assessment criteria cannot be covered by these activities, we have produced assessment tasks for you to complete.

This BTEC qualification requires around 180 to 360 guided learning hours, which will include hours required for RPL achievements. You should expect to attend one or two learning sessions per unit.

Click here for an introduction to the course:

https://cvcollege.org/our_qualifications/btec/



Unit details

TPD comprises of 15 individual units. Unit 1 (Developing Effective teamwork Skills) is **mandatory**. You can create your own pathway through our TPD course by choosing units that suit you, your interests, achievements and career ambitions.

Unit 1	Developing Effective Teamwork Skills
Unit 2	Developing Effective Communication Skills
Unit 3	Preparing for Employment
Unit 4	Improving Health and Fitness for Personal Wellbeing
Unit 5	Personal Development through Adventurous Activities
Unit 6	Land Navigation by Map and Compass
Unit 7	Expedition Skills
Unit 8	Fundamental Seamanship Skills
Unit 9	Volunteering in the Community
Unit 10	Citizenship and Community Awareness
Unit 11	Developing Leadership Skills
Unit 12	Planning and Creating a Music Product
Unit 13	Solo Music Performance
Unit 14	Working as a Musical Ensemble
Unit 15	Catering and Stewardship



There are two levels of qualification that we offer:
Extended Certificate: Complete **3** units (Unit 1 **and** 2 optional units)
Diploma: Complete **6** units (Unit 1 **and** 5 optional units)

How can I study the qualification?

When you enrol with us, you will be offered a flexible approach to teaching, learning and assessment by members of our Teaching and Learning team. By accessing our teaching and learning resources you will have the knowledge and skills required to complete the assessment for each unit.

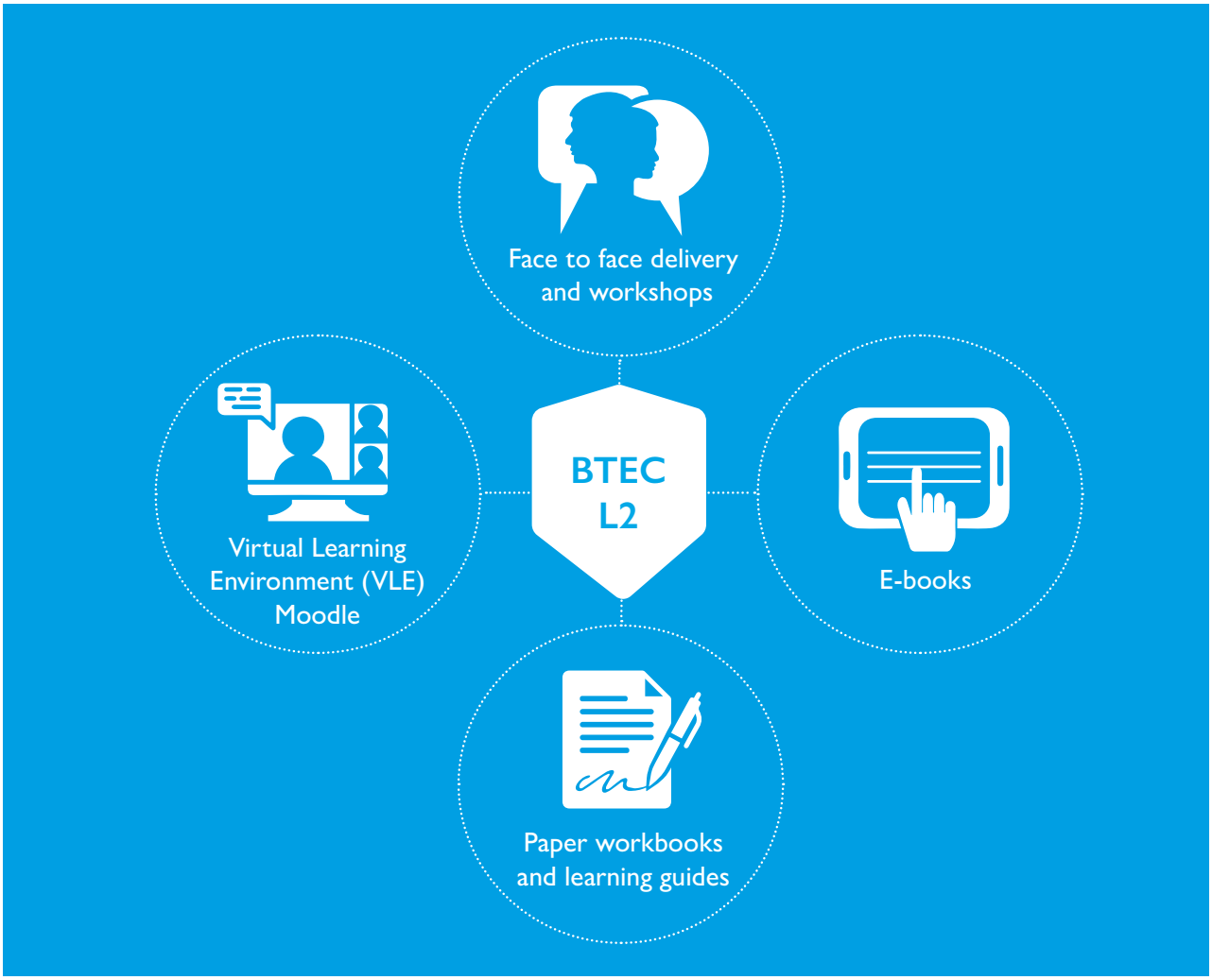
You can complete the learning for each unit by either:

- working independently using our online Moodle resources
- attending an online workshop with our staff or
- working with a member of staff from your own organisation who will teach you directly

A member of staff from your own organisation will support you through your qualification, and for some of the units, they may choose to teach you as part of your organisations training programme.

You will be given a choice of three different ways to submit your work for assessment: **Moodle**, **E-book** or **Paper** workbooks.

Our **Moodle** course offers interactive learning packages for each unit so that you can complete your assessments online. Everybody has access to **E-book** downloaded via your application form in Moodle. **Paper** workbooks can be requested using this email address tpd@cvcollege.org



Getting started on your TPD qualification

Attend an Information, Advice and Guidance session (IAG)	This session will be run by one of our team who will tell you all about the course and organise your enrolment.
Make key decisions	• What **level** do you want to study? (Ext Cert or Diploma)? *If you register on the Ext Cert you may be able to 'top up' to the Diploma* • **How** do you want to learn? (With our TLM team? With your tutor? Or independently?) • **How** do you want to submit your work? (Moodle, E-book or Paper workbook)
Submit an enrolment form	
Confirmation and Welcome process	We will process your enrolment form and you will be given: • details of teaching sessions • access to Unit 1 resources You will need to provide evidence of your RPL e.g. copies of certificates, screenshots.
Meet your Teaching and Learning Manager (TLM)	This may be in person, virtually or via email. Work with us so that we can do our best to support you to learn and achieve.
Complete your Unit 1 learning	Attend Unit 1 teaching and learning session.
Complete your Unit 1 assessment	Submit Unit 1 assessment. Feedback will be emailed to you within 28 days.
Select your optional units	• After submitting Unit 1 for assessment you will receive an email with instructions on how to to select your optional units. • What units do you want to study? (Consider any Recognised Prior Learning **(RPL)** you have?)
Attend learning sessions for the optional units that you have selected	Attend teaching and learning sessions for optional units chosen.
Submit optional unit assessments	Submit your work within the deadline (Work should be submitted within 4 weeks. For Units 12, 13 and 14, within 12 weeks). Feedback for each optional unit will be emailed to you within 28 days.
Achieve your BTEC L2!	

Additional development opportunities for you

Westminster Award

Click here

Employability Skills Workshop

EMPLOYABILITY SKILLS WORKSHOP

Click here

Attending the Employability Skills Workshop will also provide the teaching and learning required to complete one of the TPD optional Units: Unit 3: Preparing for Employment. If you have chosen Unit 3, click here to reserve your space on one of our workshops now.

Learner Focus Group

Your opinions and ideas are invaluable.

Do you want to have a voice? Share your thoughts? Work with others to represent others learners and your organisation? Have the opportunity to make positive changes to the TPD experience?

If you do, join our focus group!

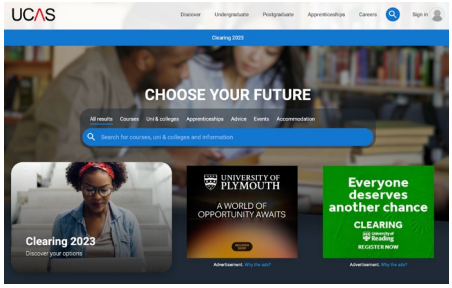
There are many benefits to joining our focus group. You will:

- gain confidence and valuable experience working in a group setting
- develop leadership skills that you can apply in your personal and professional life
- be able to provide potential employers with an example of how you contributed to positive changes

You can include this experience in your personal statement on a CV or when applying to university or further education.

If you're interested in getting involved, register your interest here and we will be in touch!

UCAS



Click here

When applying for a place at University, don't forget to include your TPD BTEC qualifications in your personal statement, this is a clear demonstration of your commitment to personal development and learning!

Maths, English and digital skills

Maths, English and digital skills are essential for achieving success in your career and everyday life. As we recognise the importance of them we have embedded them into our teaching and learning resources.

There are a number of links on our website for you to explore and build on your skills further. Why not start now on your learner journey of growth and discovery!

Getting started on your learner journey - complete ✓

How we can help you

Learner support

We will do everything that we can to support you whilst you are working through one of our qualifications.

There are number of people that can help you:

Teaching and Learning Manager

After enrolment you will be contacted by your Teaching and Learning Manager. They will:

- listen to your individual learning needs
- ensure that you have access to the teaching sessions (virtual or face to face sessions) when requested
- offer engaging and interactive delivery sessions and workshops to support you to learn
- enable you to complete your assessments for each unit
- help and support you so that you can achieve your qualification

Regular communication is key to success. Please feel free to contact your Teaching and Learning Manager with any queries that you have.



Learner Support Services

We have a team based at our head office who are available to answer any queries or problems you may have in relation to your studies. (E.g. general queries, RPL, registrations, resources, certification)
They can be contacted on tpd@cvcollege.org or 01276 601718.

Your tutor

Within your own organisation, your tutor, often known as a VQO (Vocational Qualifications Officer) will also offer you support. They have access to your feedback and overall progress on the course and will importantly, encourage you to meet those important deadlines!

Contact from us

Whilst you are working through your TPD qualification, we will contact you via email or text.

Feedback from your assessed work will be sent to you via email so please keep an eye out.

Any texts from us will appear as Cadet Vocational College as the sender. Alternatively if we need you to reply, the text will be from **07860077331**.

Teaching and Assessment

We have a flexible teaching, learning and assessment approach. We have timetabled virtual delivery and workshops that all learners can access. Alternatively your tutor may deliver the sessions within your own organisation or organise a face-to-face teaching session.

When you are ready to complete the assessment you can:

- Access our Virtual Learning Environment (VLE) **Moodle** via a PC, laptop, tablet or smartphone and complete online questions. Within Moodle you have the option to voice record your answers.
- Download an **E-book** for completion from Moodle or
- Complete your **paper** workbook and post it to us



If you need resources in a different format, speak to your TLM or use the **'Contact us'** button on Moodle or via our website.

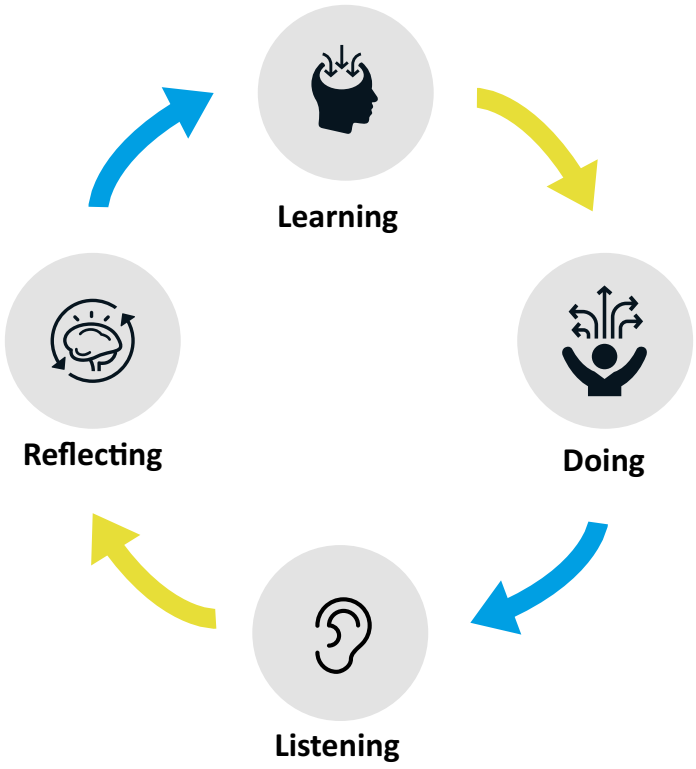
How we can help you - complete ✓

Completing your work

Every experience that you have, be it as a member of your youth organisation, as a student in school or in your personal life, has the potential to help with your personal development.

Being able to reflect on an experience either positively or negatively and ask questions such as *'What went well?'*, *'Why did that happen'* or *'How could I change that next time?'* are key as they help you to really understand what happened and learn from it. This process is useful to use even if something didn't go as well as you would have hoped.

The tasks for this qualification naturally encourage you to reflect:



RPL (Recognised Prior Learning)

The activities that you undertake within your organisation may be used to evidence a number of assessment criteria.

Each unit will give you more information as to what RPL can be used. Evidence will need to be submitted and verified by us.

For an overview of RPL linked to your youth organisation, please click here.

Command verbs

Each task instruction will include a 'command' verb. These verbs are so important and they give you an idea as to **how** you answer the question and the **level of detail** you need to go into.

Before you start your assessed work, take a moment to look at the command verb dictionary. It is stored in Moodle (in the 'Support materials' folder) or in the front of your workbooks.

The following command verbs introduce the different assessment tasks and their meanings are below:

Assess	A reasoned argument on a topic with a conclusion.
Define	Give the meaning of a word or phrase.
Describe	Think of it as answering the question 'what is it?' Include a series of relevant points to 'paint a picture with words'.
Explain	Think of it as 'how does something work?' You need to provide an explanation first and then give your reasons for doing so. Using words such as 'because' or 'therefore' will help you to do this.
Identify	This usually tests your skill of remembering information. You might select from a list of options, point something out, or give a list of main features.
Justify	Give reasons to support your answer.
Outline	A brief description setting out main characteristics or points.
Recommend	Suggest or put forward as being appropriate, giving your reasons why.
Review	Look back over the topic or activity to provide a detailed evaluation with conclusions and decide what was effective or not. Using specific examples will add strength to answers.
State	Give the main points in brief but clear sentences.

Submitting your work for assessment and next steps

After attending a Unit 1 teaching and learning session you will be ready to complete your assessment. Your work must be submitted within 28 days of your start date.

After submitting Unit 1, you will receive an email asking you to log into Moodle and choose the optional units you wish to study. You will then be given access to the unit resources you need.

To help you make those decisions, here is a brief overview of the units you can choose from:



Unit 2

Developing Effective Communication Skills

Communication skills are extremely valuable in your organisation and when working in the community. They are also transferable to other areas of your life.

Your experiences within your organisation will have given you an excellent understanding of the need to communicate effectively in many situations and you will have had the chance to practice and develop your skills. This unit will give you the opportunity to now evidence those skills, reflect and identify improvements that you can make.

Unit 2 has **three** tasks that require a written answer and **one** practical activity. Click here to see a sample workbook.



Unit 3

Preparing for Employment

This unit will give you the opportunity to prepare effectively for employment whilst recognising the importance of planning for a career.

You will explore the skills and qualities required for employment and review and develop your own. You will also learn how to showcase your employability skills in a CV and whilst at an interview.

Unit 3 has **six** tasks that require a written answer. Click here to see a sample workbook.



Unit 4

Improving Health and Fitness for Personal Wellbeing

Being fit and healthy is very important for your physical, mental and emotional wellbeing.

Physical activity keeps the body strong, stimulates the brain for activities like creativity and problem solving and has a positive effect on mood, so reducing risks associated with anxiety and depression.

This unit will cover the theory of how to improve your health and fitness. You will then put this knowledge into practice by designing, following and reviewing your own health and fitness plan.

Unit 4 has **seven** tasks that require a written answer and **one** practical activity. Click here to see a sample workbook.



Unit 5

Personal Development through Adventurous Activities

Outdoor adventurous activities can develop many skills, including communication, leadership, discipline and trust.

You may have taken part in different land-based or water-based adventurous activities within your own organisation, with your school, or with friends or family.

In this unit you will explore adventurous activities further; looking at different providers, safety and environmental considerations, the skills and techniques required and the wider benefits for you and your own organisation. You will also have the opportunity to reflect on activities you have taken part in and review your own participation.

Unit 5 has **four** tasks that require a written answer and **one** practical activity. Click here to see a sample workbook.



Unit 6

Land Navigation by Map and Compass

This unit will give you the opportunity to learn useful navigation skills.

You will learn and practice map reading skills before producing a route card. You will then have the opportunity to follow the route card and evaluate it. This will then help you to improve on future route planning.

There are no written tasks as this unit can only be completed with 100% RPL. The achievements listed below can evidence all of the assessment criteria for this unit.

Army Cadets (ACF) and CCF (Army): 2* Navigation (or higher) (ACS)
CCF ARMY: Basic **and** completion of exercise
CCF RAF: Leading Cadet / Proficiency Part 2 (or higher)
CCF RM: Basic **and** completion of expedition
RAFAC: Leading Cadet (or higher)
RMC: Expedition 11a.

Boys Brigade: Navigation Stage 4
Boys Brigade: Queen's Badge – Developing Interests (**Must** have chosen section C)
Scouts: Navigator Stage 4
Scouts: Chief Scouts Platinum Award (or higher)
Scouts: Hill Walking Permit
Other: Bronze DofE Expedition (or higher)
Other: Ten Tors



Unit 7

Expedition Skills

Expedition training is an exciting way to learn new practical skills and skills important for personal development.

You will learn to plan and prepare for an expedition appropriately, before having the opportunity to take part in an expedition and evaluate your performance.

There are no written tasks as this unit can only be completed with 100% RPL. The achievements listed below can evidence all of the assessment criteria for this unit.

Army Cadets (ACF) and CCF (Army): 2* Expedition (or higher) (APC or ACS syllabus)
CCF ARMY: Basic **and** completion of expedition
CCF RAF: First Class or Proficiency Part 1 (or higher)
CCF RM: Basic **and** completion of expedition
RAFAC: First Class Cadet (or higher)
RMC: Expedition. L11a
RMC: Rank Lance Corporal (or higher)

Boys Brigade: Queen's Badge – Developing Interests (**Must** have chosen section C)
Scouts: Chief Scouts Gold Award (or higher)
Scouts: Explorer Scouts Explorer Belt
Scouts: Explorer Scouts Expedition Challenge
Other: Bronze DofE Expedition (or higher)
Other: Ten Tors



Fundamental Seamanship Skills

The unit will enable you to develop the theory and practical skills needed to undertake short passages in inshore waters.

Unit 8

There are no written tasks as this unit can only be completed with 100% RPL. The achievements listed below can evidence all of the assessment criteria for this unit.

SCC / RM: Rowing Coxswain
SCC / RM: Go Row 3 Sliding Seat
SCC / RM: Go Row 3 Fixed Seat
SCC / RM: **Level 2** Powerboating (or higher)
SCC / RM: **Level 2** Sailing (or higher)
SCC / RM: Offshore **Level 2** Power or Sail

RYA: Qualification as listed
RYA: Youth Sailing Scheme **Stage 3** (or higher)
RYA: Day Skipper (practical)
RYA: Start Racing



Unit 9

Volunteering in the Community

Volunteers play a vital part in any community. Think of the volunteering experiences you have had, the benefits you have gained and the impact you have had on your community through volunteering.

In this unit you will look at a number of different volunteering opportunities and how they can be categorised. Secondly, you will look at the skills required for volunteering and have the opportunity to look at specific roles in detail.

This unit will give you the opportunity to examine those skills and experiences and review the impact they have had.

Unit 9 has **three** tasks that require a written answer and **one** practical activity. Click here to see a sample workbook.



Unit 10

Citizenship and Community Awareness

Being a member of a youth organisation can help you to develop valuable life skills and importantly, the characteristics of a good citizen.

Having high standards of behaviour, being able to follow disciplined instruction and engage with the local community can help you progress within your organisation, but also help you to make a difference in your community.

In this unit you will have the opportunity to further explore citizenship, British values, cultural diversity and equal opportunities and learn how they can have a greater impact on the community.

Unit 10 has **eight** tasks that require a written answer. There are no practical activities. Click here to see a sample workbook.



Unit 11

Developing Leadership Skills

Being a member of a youth organisation can help you to develop your leadership skills.

Leadership skills that you develop within your youth organisation are transferable to different areas of your life. Leadership skills are particularly useful when searching and applying for employment, particularly as the job market is so competitive.

This unit will give you the opportunity to learn the theory of leadership, showcase your leadership skills through taking part in practical tasks and review your performance to improve your skills.

Unit 11 has **five** tasks that require a written answer and **one** practical activity.
Click here to see a sample workbook.



Unit 12

Planning and Creating a Music Product

Creativity lies at the heart of the music industry and the ability to plan, develop and deliver a successful music product is a highly sought-after skill.

In this unit, you are required to create a music product such as a recording or live event. You will experience the full creative process starting with developing your initial idea and following this through to completion and delivery, having the opportunity to showcase many of your skills. You will also reflect on the success of both the product and your contribution to the creative process.

To complete this unit you must work as part of a group with support from a tutor to develop and create a music product. You must clearly evidence your own individual contribution throughout the process.

Unit 12 has **five** tasks that require a written answer. You must also complete a practice log with a minimum of **25 hours** rehearsal time carried out under direct supervision and independently and provide evidence of your final music product. Click here to see a sample workbook.



Unit 13

Solo Musical Performance

Developing a career as a solo performer takes lots of dedication, versatility and practice. Soloists spend vast amounts of time exploring repertoire and honing their technical and interpretive skills so that they can give flawless and consistent performances every time.

In this unit, learners will learn how to select appropriate musical material for a particular performance context. They will develop their technical and interpretive skills by undertaking a practice routine that will enable them to present a solo performance to an audience. They will also explore the required preparations that are needed when planning and presenting a solo performance.

Unit 13 has **four** tasks that require a written answer. You must also complete a practice log with a minimum of **30 hours** rehearsal time carried out under direct supervision and independently and provide evidence of your performance. Click here to see a sample workbook.



Unit 14

Working as a Musical Ensemble

Very few musicians work in isolation and being able to work as part of an ensemble is an essential skill for any musician. Musical ensembles come in many different forms such as orchestras, choirs, brass bands, rock bands, military bands, etc., but no matter what form the ensemble takes, the skills required are the same.

In this unit, you will explore the roles and responsibilities of members of musical ensembles. You will need to form your own ensemble and select, plan and rehearse musical material and eventually present a performance as a group. In addition to developing your musical skills, you will also develop the necessary organisational, teamwork and professional skills required to be a successful ensemble musician.

Unit 14 has **three** tasks that require a written answer. You must also complete a practice log with a minimum of **35 hours** rehearsal time carried out under direct supervision and independently and provide evidence of your performance. Click here to see a sample workbook.



Unit 15

Catering and Stewardship

Planning, preparing and serving food at any event is a huge responsibility. In this unit, learners will learn the essential skills required to do this safely, including food planning, preparation, catering, presenting food and delivering a service. Learners will have the opportunity to put the theory into practice, by preparing and catering for an event and then gaining experience of providing service at the event.

This is a practical unit which will give learners the opportunity to gain hands-on experience and to develop specialist skills in a safe environment. Completion of this unit could lead to other opportunities for learners, e.g. qualifications or employment in this area of expertise.

There are no written tasks as this unit can only be completed with 100% RPL. The achievements listed below can evidence all of the assessment criteria for this unit.

SCC / RM: **Basic** Stewarding **and** **Intermediate** Catering

Plagiarism and how to avoid it

Cadet Vocational College



Collusion

Copying, or working together with other learners, resulting in the same answers will result in your work not being accepted.

Plagiarism

Plagiarism is the practice of taking someone else's work or ideas and passing them off as your own. Plagiarism can include:

- copying from resources (including the internet, books, learning resources)
- paraphrasing
- using Artificial Intelligence (AI) to produce your answers

If you do copy the work of another learner or resource, you will risk having your work cancelled.

Referencing

You **must** use your own words to answer the tasks.

There may be an occasion when a quote from a resource (e.g. a website or a Cadet Vocational College learning resource) can be used to *support* your written answer. If you do this, you **must** use quotation marks, name the source and if applicable, state a page number. For example, "Having team members you trust is key to the success of any team." (Learning Guide, page 5).

An assessor needs to be confident that **you** understand each subject area.

To strengthen your answers you may find it useful to refer to your own experiences (from your youth organisation, education or workplace). This will help add detail to your answers and demonstrate **your** understanding.

Tips on how to cite and reference texts

The following are intended to help you understand why plagiarism happens and cite/reference texts properly.

There are many reasons why plagiarism happens. **You may:**

- not understand what is meant by plagiarism, because it has never been explained to you
- not believe plagiarism to be wrong - you download music, video clips and games all the time
- lack referencing skills and, therefore, are unable to record and cite sources correctly
- have misconceptions about the ownership of electronic material
- regard plagiarism as a short-cut to success

When preparing your answer:

- use your own words to answer the tasks throughout this workbook
- there may be occasions when a quote from elsewhere can be used to support your written answer. If you do this, you must use quotation marks and name the source and page number. For example, "Having team members you trust is key to the success of any team." (Learning Guide, page 5).
- know it is never acceptable to copy an answer from other learners (past or present) and submit it as your own answer
- be careful when working with a group, following discussion or group work you must all write your own answers



What are the consequences of plagiarism?

- You **learn far less** than those who do not plagiarise
- Assessment procedures are **compromised** if the work submitted is not your own
- Assessors are **unable** to form correct decisions on your progress
- You and the person you have copied from may be **penalised** by failing one or more components of the qualification, and may be unable to continue the course

The awarding organisation, Pearson, has a clear policy on how to deal with learners who are dishonest. If you copy the work of another learner, you will risk having your work cancelled and may achieve nothing. If you lend your work to others, you will also risk having your work cancelled. If you steal another learner's work and copy it, Pearson may cancel all of your courses.

For more information on plagiarism, please refer to the Assessment Malpractice and Maladministration Policy on our website.

Submitting your work

After **selecting** your optional units, you can access the teaching in the same way as you did for Unit 1 (virtual teaching session, face-to-face session or work independently).

We ask that you submit your assessed work for each unit within **4 weeks** of a teaching session, for the music based units (12-14), **12 weeks**.

For more information on each method of assessment, please click here.

Moodle	For guidance on how to access Moodle and complete the assessment questions.
E-book	For guidance on how to download your personalised E-book and upload the completed copy for assessment.
Paper	Paper resources will be posted out to your home address. As you complete each workbook, please post it back to us so that it can be assessed. We advise that you use 'first class and signed for' delivery. Alternatively you can upload clear photographs of each page and upload them into the Unit Moodle homepage, using the E-book upload option. If you want to change your submission method, please speak to your TLM who can arrange this.

Feedback

After submitting a unit, it will be assessed and internally verified. You will then receive your feedback via **email** within **28** days.

You should read your feedback carefully and complete any resubmissions due, within 28 days.

Your tutor will also be able to access your unit feedback and monitor your overall progress using our online system **CV College Online**.

Our awarding body, Pearson, will also complete an annual external verification process.

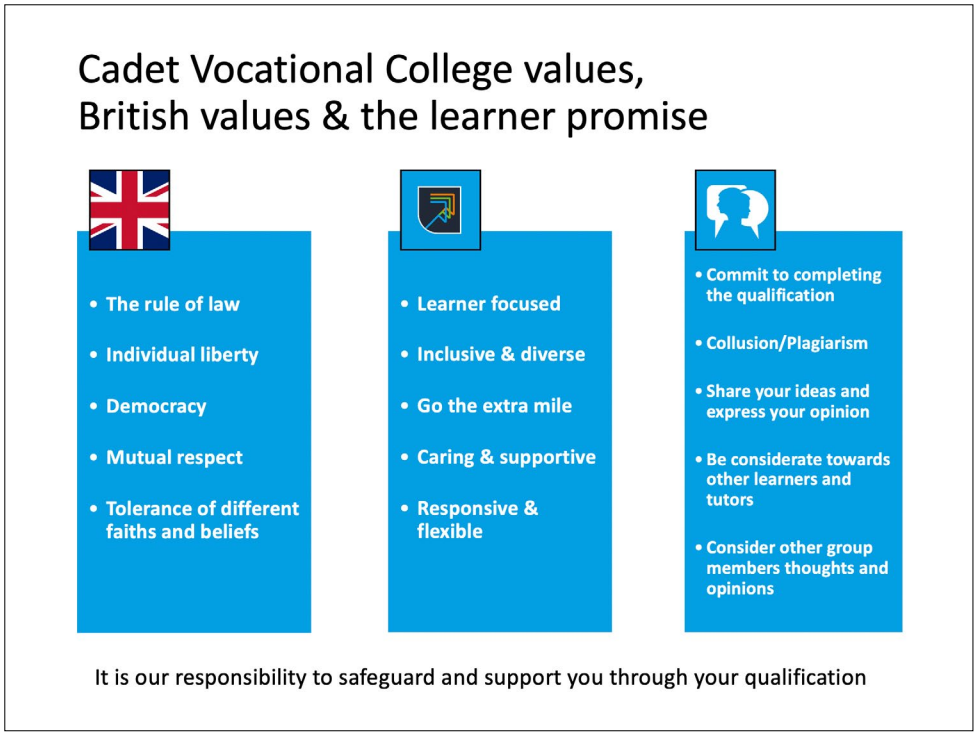
When you have completed the qualification in full (Ext Cert: 3 units / Diploma: 6 units) we will send you an award letter to confirm your achievement. Your certificate will then be posted out to you at a later date.

Completing your work - complete ✓

Your responsibilities

Learner agreement

Our values correspond to those of your own organisations, which link to wider British values. You have pledged to follow your own organisation's values and standards and our learner promise is no different.



During the Information, Advice and Guidance session, you will have signed and agreed to the conditions of a Learner Agreement.

You can access all Cadet Vocational College policies and procedures on our website.

Handy hints to succeed

- Let us know how we can support you best
- Submit any RPL evidence that you have
- Reserve your place on a virtual teaching and learning session and attend
- Before you submit any assessed work consider your answer carefully. Ensure that you:
    - read what the task has asked you to do
    - consider the command verb
    - reflect on the teaching session and any activity sheets completed
    - make it clear in your answer that you understand the subject area
- Help us to keep your records up to date. If anything changes please let us know
- Manage your time effectively and plan to get started as soon as you are registered. Remember you need to submit your work within 28 days of your learning session.
- If you leave your youth organisation you can still complete your qualification by keeping in contact with your Teaching and Learning Manager
- If you have any questions please ask - save our contact details so you have them to hand!
- If you do have any questions, please contact us on **tpd@cvcollege.org** or **01276 601701**

Your responsibilities - complete ✓

Our responsibilities

Whilst you are studying with us, we will provide:

- advice and guidance on the course that you have chosen
- a friendly, caring and supportive learning environment that suits your needs
- a tutor who monitors your progress and provides guidance and support
- access to support
- clear advice and guidance on submitting work
- feedback on work submitted within 28 days
- progression opportunities
- opportunity to feedback on your course
- a network of support ranging from your tutor to our staff

Safeguarding

Here at Cadet Vocational College, we believe in supporting all aspects of children and young people's development and learning, and keeping you safe.

Safeguarding relates to many areas of life including physical health and safety, mental health issues, internet safety, substance misuse, bullying, the dangers of radicalisation, child sexual exploitation, gang culture, FGM, neglect, domestic violence, forced marriages, sex and relationships education and British values.

We will ensure that:

- Children and young people feel listened to, valued and respected.
- All staff are aware of indicators of abuse and know how to share their concerns appropriately.
- All employees are given appropriate support and training.

We play a crucial role in helping to identify welfare concerns, and indicators of possible abuse or neglect, at an early stage.

Cadet Vocational College is committed to referring those concerns via the Designated Safeguarding Lead – Tracey Sanders (DSL), Deputy Designated Safeguarding Lead (DDSL) – Andrew Webster, or to a responsible adult in your organisation.

If you do not feel safe, or are concerned about any other learners safety, and want to talk to one of our Safeguarding team, email us at **safe@cvqo.org**

For more details please click here.

Learners with additional needs

Cadet Vocational Collage will engage with you to ensure that appropriate measures are taken to help and support you in the best way possible. You will work with your Teaching and Learning Manager (TLM) to ensure your support needs are addressed. Should you need any reasonable adjustments or special considerations, they can be discussed and arranged.

Appeals

1.
It is accepted that from time to time a learner may feel concerned or dissatisfied with their programme of learning with Cadet Vocational College and when that happens it is important that the issue is dealt with as quickly and as thoroughly as possible. Cadet Vocational College recognises the right for learners to appeal against:

- decisions reached as a consequence of assessment
- decisions reached on whether or not an opportunity to resubmit or retake assessments is authorised
- decisions reached concerning progression, deadline extensions or programme transfer
- decisions reached concerning plagiarism
- decisions reached on terminating the registration period following the registration end date

2.
If you wish to appeal, you should email appeals@cvcollege.org

3.
The email should include your name and VQ number in the subject line. In the body of the email, you should state the unit number(s) and task number(s) you wish to appeal against and briefly give your reason for the appeal.

4.
Your appeal will be investigated by Cadet Vocational College and you will be informed when a decision has been made.



For more information please refer to the Appeals and Complaints Policy and Procedure on **www.cvcollege.org**

Policies

All policies and procedures are published on our website to ensure transparency and fairness.

To access the policies in full, including the privacy statement and use of data statement please click here;

Cadet Vocational College - Privacy notice

https://cvcollege.org/privacy-notice/

Mathematics and English

At Cadet Vocational College, we believe that skills in Mathematics and English are essential for success not only in your academic work, but for your future progression. Mathematics fosters critical thinking, problem-solving skills, and logical reasoning, with English being vital for effective communication, collaboration, and accessing information. Both subjects can assist with your future personal development, so therefore we integrate Mathematics and English skills across all TPD units to support you. We won't deliver specific English and Mathematics lessons, but will strengthen your existing skills, applying real-world context, throughout the course, within the learning materials you use and the teaching sessions you attend.

Our responsibilities - complete ✓

Progression

Career opportunities and advice

Not sure what you want to do next?

You will find lots of information about your next step to a successful future on our website. That information includes links to the National Careers Services, guidance on how to apply for University and details on finding an apprenticeship.

Accreditation

Pearson is the world's leading learning company with 20,000 employees delivering products and services in nearly 200 countries to help everyone achieve their potential through learning. Providing high quality, digital content and learning experiences, as well as assessments and qualifications helps people build their skills and grow with the world around them.

From world-class assessment to virtual learning and beyond – Pearson creates the products and services that help tens of millions of people reach their goals each year. This is achieved through three key sustainability targets – to make learning accessible to everyone, to lead responsibly, and to give the next generation the skills they need to shape a better world. The time for learning is now.

Source: https://plc.pearson.com/

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.

For more information: https://qualifications.pearson.com/en/home.html

Pearson
BTEC
Approved Centre

Contact

Learner Support Services: tpd@cvcollege.org
Cadet Vocational College: 01276 601701



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