Learner Agreement: VQF1

Version 3.2

BTEC Level 2 in Teamwork and Personal Development in the Community

This document clearly outlines the expectations we have for you as a learner completing this qualification, along with our promise to you to provide the support you need to succeed.

To be eligible for this course, funded by the Department for Education, you must meet the following criteria:

✓	You are aged 16, 17 or 18 on 31 August 2025.
✓	This course is delivered in England. Therefore, you must currently be living in England legally and have done so for at least the past 3 years.

If you meet the criteria above, you are eligible to sign up for this qualification. If not, contact Cadet Vocational College to explore other learning opportunities.

Information, Advice and Guidance (IAG)

Cadet Vocational College will have already provided the initial information, advice, and guidance, either face-to-face or online for this qualification.

This will have helped you to:

- Learn what the course involves and how it will support your personal progression
- Understand the different ways we will support you
- Get familiar with how we deliver the course
- Know how to submit your work for assessment
- Explore funding options and progression opportunities

How long will it take?

This course requires approximately 180 to 360 guided learning hours to complete.

The great news is that you may already be well on your way to achieving this qualification! As a member of a cadet or youth organisation you may have completed some of the required work through Recognised Prior Learning (RPL), gained from practical activities and training you've participated in, such as the Duke of Edinburgh Award, volunteering, or adventurous activities. Some of the course units can be achieved fully through RPL, while others may require workbook tasks, which can be completed in our Moodle Virtual Learning Environment (VLE), using e-workbooks, or on paper workbooks.

Course Structure

The course will be delivered by Cadet Vocational College or your Vocational Qualifications Officer (VQO). The course can be delivered through face-to-face sessions, online (via video conferencing platforms), or through our Moodle VLE.

At the start of your course and throughout, you will:

- Learn how much of the course is already covered by your cadet or youth organisation activities
- Be set up with a Moodle account to track your progress and access resources
- Gain access to valuable course materials
- Be invited to webinars to support your learning

Delivery Days

Cadet Vocational College hosts a number of delivery days throughout the year across England, which you can apply to attend. These events combine fun practical activities with learning sessions aimed at helping you achieve this qualification. You will engage in both written work and practical activities designed to challenge and develop your communication, teamwork, and leadership skills. Keep an eye on your cadet or youth organisation's noticeboard for updates on upcoming events.

Key dates

The important dates for learners are detailed below.

> Unit 1 submission (Mandatory unit)	Within four weeks of your first learning session
> Other workbook submissions (Optional units)	Within four weeks of a learning session *
> Feedback to learner	Within 28 days of your submission
> Resubmissions	Within four weeks of you receiving feedback
> Final submission of all workbooks	31 March
> All work to be completed and assessed	On or before 31 May

* The exception is the music units, which must be submitted within 12 weeks of a learning session.

a) **Note:**
Please submit your work for assessment as soon as it is completed, so we can provide feedback more quickly.

b) **Resubmissions**
You are allowed one resubmission per unit if you do not pass on your first attempt.

c) **Extension**
In exceptional circumstances, if you have a valid reason for not meeting the submission deadline, please email us at tpd@cvcollege.org. If possible, we will arrange an extended deadline with you.

d) **Attendance**
To succeed in the course, it is essential that you attend all learning sessions, tutorials, webinars, and activity days.

FREE online Employability Skills Workshop webinars

Cadet Vocational College offers free online Employability Skills Workshop webinars to all learners actively working towards one of its qualifications. For more information, visit our website at www.cvcollege.org, or contact your VQO for details.

Important: What happens next?

It is important to ensure that all sections of the enrolment form are complete before returning it to Cadet Vocational College or your VQO. The Department for Education will not accept incomplete forms. Once we receive your form, you will be registered and emailed a link to our Moodle VLE, where you can access resources and take your first steps towards completing the course.

Cadet Vocational College

www.cvcollege.org

Our promise to you

Under this agreement, Cadet Vocational College promises to provide:

Scan here to view our policies

- Information, advice, and guidance throughout the course
- Engaging tutors who monitor your progress and offer guidance and support
- Support for your VQOs to assist you during the course
- Clear guidance on deadlines for submitting work and receiving feedback
- Opportunities for progression, including access to a free online Employability Skills Workshop webinar

Your promise to us

As a Cadet Vocational College learner, by signing up for the qualification, your promise to us is that:

a) I accept responsibility for my own learning and will complete the course

b) I will not use AI or any other unauthorised tools to complete my work and will ensure all work submitted is my own

c) I will complete all work to the required standard and submit it by the specified deadline

d) I will attend all learning sessions, tutorials, webinars, and activity days, as required

e) I will adhere to all Cadet Vocational College policies, be respectful and considerate towards other learners and tutors, and avoid disrupting the learning environment

f) I will seek extra help from Cadet Vocational College if I need it with any aspect of the qualification

Also... I confirm that:

✓	I have received adequate advice and guidance to help me choose my qualification.
✓	To the best of my knowledge the information I have provided is correct and I will notify the Cadet Vocational College immediately of any changes.
✓	I am not currently enrolled in any other Department for Education funded programme, for example an apprenticeship.
✓	If I am under the age of 18 at the start of the course, Cadet Vocational College can contact my parent, carer or guardian as necessary.

Ready to register? One final word...

As a charity, Cadet Vocational College receives funding from the Department of Education to support you in achieving the qualification. The cost to the Cadet Vocational College is £1,250, so it is important that you only register if you are prepared and have the time to complete the necessary work.

Thank you and good luck!

Contact details

If you have any questions about this learner agreement or any aspect of the qualification, please contact us via email at tpd@cvcollege.org or by telephone on 01276 60151.