

# A4e Skills

Preparing today's workforce  
for tomorrow's challenges

## Delivering Work Place Training & Qualifications Nationwide



NVQs, Apprenticeships and Bespoke Training Solutions

**APPRENTICESHIPSNI**



Department for  
**Employment  
and Learning**

[www.delni.gov.uk](http://www.delni.gov.uk)



improving people's lives



**improving people's lives**



*A4e is a market leader in global public service reform. We work with Government, private and third sectors to design, develop and deliver frontline public services that benefit individuals, organisations and communities.*



## **About A4e Skills**

A4e Skills is the direct delivery arm of A4e and focuses on vocational learning. We engage with and provide services to businesses across the UK, helping deliver the Government's pledge to improve the skills and qualifications of individuals within the work place.

*A4e Skills delivers qualifications in the following sectors:*

**Business & Administration**

**Hospitality & Catering**

**Retail**

**Customer Service**

**Warehousing & Storage**

**Early Years Care**

**Financial Services**

**Sport & Recreation**

**Property Services**

**0800 345 666**

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# What is an Apprenticeship?

Apprenticeships provide a mixture of on and off-the-job training whilst in employment. They encompass an NVQ, Essential Skills and a Technical Certificate, and have two levels:

## Level 2

Equivalent to GCSEs and include an NVQ level 2, Essential Skills and sometimes a Technical Certificate.

## Level 3

Equivalent to A Levels and include an NVQ level 3, Essential Skills and sometimes a Technical Certificate.

## What are NVQs?

NVQs or National Vocational Qualifications are practical qualifications that are achieved largely by what you do in your job. The rules, or "standards", of the qualifications are designed by the industry that the qualification relates to.

NVQs are made up of Units and Knowledge.

## What are the units?

NVQs are split into units, each of which represents an area of work. The qualification will have a mixture of Mandatory and Optional units. Your Learning Assessor will match the Optional units to your job role to make sure that your qualification is just right for you.

## What is the Knowledge?

It is important that you have the knowledge to support your work activities i.e. you need to understand why you are doing something and what would happen if you didn't. In other words you are proving that you can do the job (units) and showing your understanding of why you are doing the job in the way you do it (knowledge).

## What are Essential Skills?

Essential Skills are a generic set of skills that are required for any job role. They are primarily Literacy and Numeracy but may include Information Technology. These skills must be undertaken if the Learner has not previously achieved these to the relevant standard.

## What are Technical certificates?

The technical certificate is designed to test occupational knowledge and understanding. They are delivered through a taught programme of off-the-job training, unlike NVQs, which are delivered through on-the-job training. Technical certificates may be existing qualifications such as Foundation Health and Safety in Hospitality or new qualifications developed to meet the needs of a particular sectors e.g. Food Hygiene.

All learners completing Apprenticeship programmes will be awarded the relevant NVQ, Essential Skills and Technical Certificate.

## How do I complete the units and demonstrate the knowledge I have?

With the support of your Manager and your Learning Assessor you can collect evidence from your everyday tasks and responsibilities at work and build a portfolio of evidence. Evidence can be collected in a variety of ways:

**Professional discussions with you.**

**Photographs.**

**Question and Answer sessions.**

**Examples of your everyday work and responsibilities.**

**Customer and management testimonials.**

**Observations and Case Studies.**

It is important to know that to achieve your Award your evidence must be:

**Valid.**

**Produced by you.**

**Sufficient to meet awarding body standards.**

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## The Learner Journey



For more information about A4e and all the programmes we deliver please visit:

[a4eireland.co.uk](http://a4eireland.co.uk) or call **0800 345 666**