

CASL *GROUP*



NVQ DIPLOMA ENQUIRY PACK

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January 2024

Dear Enquirer,

The information contained within this pack is intended to help navigate the pathway through the NVQ process. It seeks to provide the information needed to register onto an NVQ course through to gaining an NVQ qualification with CASL Group (CASL).

To enroll onto an NVQ with CASL, complete the registration form on page 12, and appropriate profiling form, and return to Vanessa Dawes, Centre Manager (vanessa.dawes@caslgroup.co.uk) or Jayne Dunstan, Director (jayne.dunstan@caslgroup.co.uk). As the NVQ is a competency award, the completion of a profiling form will ensure that any competency gaps, if any, are identified and addressed at the outset. The NVQ assessor helps with the profiling exercise, which is completed during the induction with the assessor.

The NVQ assessor contacts you after you have received your registration email to arrange a suitable date and time for your induction. During your induction, your assessor will explain the standards and processes required to claim competence, the process of assessment and the identification of sources of evidence. How to upload portfolio work including the allocation of evidence on the e-portfolio system will be included in the induction.

Please do not hesitate to contact Vanessa or Jayne with any questions about the contents of this booklet or any other matter relating to enrolment onto an NVQ.

Yours sincerely,

Lance Saunders
Company Founder

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About CASL

Introduction

CASL is a Pearson approved Assessment Centre for Construction Technical, Supervision and Management NVQs at Levels 3 through to 7. It has been delivering these qualifications to learners from its base in South Wales since it was founded by Lance Saunders in 2002.

A note from the company founder Lance Saunders



"CASL can help you reach your true potential by converting your experience into internationally recognised qualifications.

All you have to do is to demonstrate your ability levels within your current working environment."

The CASL Team

Since the passing of CASL's founder Lance Saunders in 2022, the Centre is managed by Lance's son, Mark Saunders, with Jayne Dunstan responsible for the operations and finance functions of the business.

Six assessors work with CASL, including the Centre IQA (internal quality assurance) who ensures that qualitative standards across the awards are maintained at the highest levels and in accordance with Pearson requirements.

The assessment team have a considerable number of years' experience and knowledge of the construction sector and the assessment framework and work closely with several large construction clients and respected bodies within the sector, notably the Chartered Institute of Building (CIOB), Pearson and the Construction Skills Certification Scheme (CSCS).

NVQs

What are NVQ Diplomas?

Internationally recognised work-based qualifications that give a learner the ability to develop and demonstrate externally their competence in the workplace.

NVQ work is assessed by a qualified assessor to reflect how the learner satisfies competency requirements in their occupational role. Dependent on the NVQ, there will be a combination of mandatory and optional units to complete that the assessor provides guidance on.

The NVQ is open to all learners aged 16 years and over with no pre-qualification entry requirements. The NVQ is suitable for individuals who already have site construction and building skills as well as those starting out in the industry.

How are NVQs achieved?

NVQs are achieved through continuous feedback from the CASL assessor of a learner's personal statement ("Master Document") as to how they meet the performance criteria for each unit of the NVQ award.

How does an NVQ benefit you?

An NVQ offers value for money against other formal qualifications. Tuition fees for a two-year HNC course and degree course can cost up to £9,000 against tuition fees of £2,862 for an NVQ Diploma Level 7 (April 2023).

The comparatives in the table below provide a useful benchmark of an NVQ's educational value.

NVQ Diploma	Equivalent to:
Level 3	Two or more A Levels/BTEC Ordinary National Diploma (OND)/ City & Guilds Advanced Craft
Level 4/5	BTEC Higher National Certificate (HNC)/Higher National Diploma (HND)/City & Guilds Full Technological Certificate / Diploma
Level 6	Bachelor's Degree with Honours
Level 7	Master's Degree/Fellowship

As it is a vocational work-based qualification, it is flexible and requires no time away from the workplace.

It provides a vocational route through to associate and/or chartered membership of highly regarded professional bodies within the Construction Sector (page 13). Such membership creates career opportunities and broadens career paths.

An NVQ enables the learner to become a holder of a permanent CSCS card (page 14), a benchmark of recognised competency by The Construction Leadership Council (CLC). Holding a CSCS card is an essential requirement of working on many construction sites across the UK, and increasingly demanded as CSCS moves towards withdrawing the industry self-accreditation (Grandfather Rights) of CSCS cards within the sector.

CASL NVQs

CASL assess a broad cross section of Pearson Edexcel Construction NVQs at Levels 3 through to Level 7.

The categories of Construction NVQs the centre assess are:

- Construction Site Supervision
- Construction Senior Site Inspection
- Construction Site Management
- Construction Contracting Operations
- Construction Contracting Operations Management
- Construction Senior Management
- Construction Management (Sustainability)
- Built Environment Design
- Occupational Work Supervision (Construction)
- Technician-Specific (Civil Engineering for Technicians)

Which NVQ is right for you?

The CASL assessor works with the learner to determine the best NVQ for them. The prospective learner is sent a profiling form for each NVQ of interest which is a helpful assessment tool in determining the appropriate NVQ as well as outlining the units covered so that the learner has an idea of what is involved in the qualification. This form is required to be completed with the assessor as part of the induction unit.

Current job roles and responsibilities can give a preliminary indication of the NVQ best suited to the individual. The list below is not exhaustive nor definitive but purely listed for guidance.

Level 3 and Level 4

NVQ Diploma in Construction Site Supervision

- Construction Site Supervisors/Assistant Site Managers working in building and civil engineering (B&CE), highways maintenance, residential development, conservation, demolition, conservation or tunnelling

NVQ Diploma in Construction Contracting Operations

- Technicians who provide specialist functions in construction contracting operations e.g. estimating, planning, buying and surveying

NVQ Diploma in Built Environment Design

- Technicians working on surveying, planning, tendering and design solutions

NVQ Diploma in Occupational Work Supervision

- Employees in construction and built environment working across a broad range of occupation areas

NVQ Diploma in Civil Engineering for Technicians

- Civil Engineering Technicians working on civil engineering techniques and methods, the development of engineering solutions, professional management and commercial activities

Level 5

NVQ Diploma in Construction Management (Sustainability)

- Employees working in the built environment at supervisory or technical level

Level 6

NVQ Diploma in Senior Site Inspection

- Senior Site Inspectors/Clerks of Works who manage teams, implement policies, technical information reporting and testing processes

NVQ Diploma in Construction Site Management

- Construction Site Managers working in B&CE, highways maintenance, residential development, conservation, demolition, conservation or tunneling

NVQ Diploma in Construction Contracting Operations Management

- Managers who control specialist functions in Construction Contracting e.g. estimating, planning, buying and surveying
- Project Managers
- Building Surveyors
- Quantity Surveyors

Level 7

NVQ Diploma in Construction Management

- Senior Commercial/Contract/Construction Managers, Quantity Surveyors and Directors who lead and control projects, lead procurement and estimation, control income/expenditure, agree briefs, evaluate resources, manage design and evaluate projects on completion

Obtaining a Level 7 Diploma can offer a fast-track route to Chartered Membership of the CIOB (MCIOB) (page 13).

Fees and Services

Background

CASL will provide the learner with services (“Services”) consisting of the assessment of construction and management NVQs through Pearson, the Joint Awarding Body Partnership with construction industry professional bodies, the CIOB and the Institution of Civil Engineers. CASL agrees to provide Services to ensure the provision of Supervision and Management NVQ Assessments in accordance with CASL Standard Terms and Conditions (available at www.caslgroup.co.uk).

Services

- Profiling services to ensure the learner is registered onto the correct NVQ, given their occupation role.
- Online registration with Pearson (CASL will ensure compliance with the necessary External Verification requirements).
- Induction to ensure the learner is aware of the NVQ standards and NVQ processes including how to complete their unit work including the use of the e-portfolio system.
- Continuous assessment support by phone, online media platform, or site visits (where available) to provide learner assistance throughout the contractual NVQ support period offered by the Centre;
- Formal monitoring of progress with action plan and set targets throughout the assessment process.
- The claiming and issuance of the NVQ Certificate upon completion in accordance with Centre and Pearson requirements; and,
- Quality assurance and compliance with External Verification and Pearson requirements.

Learner portfolio work may need to be released to a Pearson Standards Verifier and this process is managed by CASL. CASL will not disclose, divulge, reveal, report or use, for any purpose, any confidential information which the Provider has obtained, except as authorised by the learner.

Fees and Expenses

Fees (excluding VAT) in £’s comprise two components:

NVQ Level	CASL Assessment Fee	Registration Fee
3	1,600	198.40
4/5	1,800	213.75
6	2,000	213.75
7	2,200	221.30

NVQ Certificates are not issued until all outstanding invoices have been paid. Fees will only be refunded or transferred under exceptional circumstances. Where agreed, a minimum charge of £600 will be made to cover the registration and administration costs plus costs incurred in the NVQ induction and assessment processes.

CASL is an approved training provider for CITB, and companies paying their CITB levy can receive achievement grants upon successful completion of employee NVQs. These currently amount to £1,250 and £1,500 for learners completing their L3/4 and L6/7 NVQs respectively.

There are a variety of funding schemes and frameworks for smaller construction companies and CASL can put the learner in touch with the CITB personnel best placed to advise on funding options.

The Process

Registration

To register with CASL, the learner must complete and return the **Registration Form** on page 12, and appropriate Profiling Form (see below).

Learner Profiling Form

The Profiling Form is issued to the learner before registration and outlines the criteria for the NVQ. It forms the initial assessment to help determine whether the learner can provide the evidence to achieve the NVQ in their workplace; it gives the learner the opportunity to see exactly what is involved, helps them to select the best optional units and to ensure the right NVQ is selected with the guidance of the assessor.

If on starting the NVQ, the assessor determines that the learner would be better suited to a higher or lower level NVQ, the process is flexible, and this can be actioned at no additional inconvenience to the learner.

The completed Profiling Form is uploaded by the assessor onto the e-portfolio platform as part of the induction unit.

Lifelong Education Record

On the registration form (section 2), there is reference to a Unique Learning Number (ULN). A ULN is a unique number assigned to learners in the UK and, against which, any recognised awards or certificates are logged. This creates a lifelong learning record on a Learner Register and, if the learner chooses to have one allocated, the number will be unique to the learner.

Having a ULN is not a prerequisite to undertaking an NVQ. It is not obligatory but as an approved Assessment Centre we are required to request whether the learner would like a ULN allocated to them.

If we find that in accessing the Learner Register the learner already has a ULN allocated, CASL will notify them of this number.

Further details on ULNs can be found at www.learningrecordsservice.org.uk.

Payment

If a Company is to pay for the NVQ, a purchase order number on the Registration Form will need to be provided (section 5 of the registration form).

If the learner is to fund the NVQ, £600.00 (incl. VAT) to cover registration and administration costs will need to be paid upon registration with the balance payable within 30 days of receipt of our invoice.

Registration Confirmation

Following receipt of the completed Registration Form and Profiling Form, CASL will register the learner with Pearson online, and email the learner the appropriate registration details ahead of the induction (see next section).

The learner will be notified of their assessor, CASL contact details, ULN (if requested) and Pearson registration number.

Induction

CASL uses the City & Guilds Learning Assistant (C&G LA) e-portfolio platform.

Upon registration, the learner receives an email providing their unique username and password to allow them to access this system.

The NVQ assessor explains the assessment criteria and learning outcomes within each unit of the award and how to input portfolio work online during the induction process. There are plenty of documents, guides, and video material available in the resource section of the e-portfolio platform to provide further guidance and support as you progress through the award.

The induction checklist provided within the CASL Induction Pack is completed by both learner and assessor to ensure the induction has met CASL and awarding body requirements.

Support, Mentoring and Assessment

Overview

Full NVQ support from the assessor is provided by visits, email, TEAMS/ZOOM/Google sessions, and/or phone to ensure the complete understanding of what is required.

Regular contact is made and continues through the NVQ support period to help ensure progress, and that any issues are identified at the earliest stage.

The assessment process reduces the time away from the “day job” and allows the learner to work at their own pace, and the award can be started at any time – they can progress at their own rate, although targets will be set to ensure work is completed within the Centre NVQ support period, which is 18 months from the date of induction.

The learner can work through their portfolio unit by unit and can upload units for assessment at any time. It is recommended that the first submission includes only one unit so that they can be sure the portfolio meets Centre and awarding body standards before proceeding further. Be guided by the assessor.

The portfolio will be subject to an internal and external verification process to ensure that the Centre and awarding body qualitative standards are met.

Assessor Feedback

Feedback and returned work submission will be managed through the Assessor who will examine the submitted work and respond accordingly with advice and support as required. An appeals process (policy included within the induction pack) is available if the learner is dissatisfied with the feedback given to them by the assessor.

Personal Data

If any learner's personal details change, please inform CASL so that we can ensure our records are kept up to date. In accordance with the General Data Protection Regulation 2016/679 we will only use personal data for purposes of learner course administration and not for marketing purposes.

Evidence

The learner must produce evidence from the workplace to meet the requirements of the NVQ standards. Evidence gathered within a classroom scenario or 'simulated' evidence will not be accepted.

Guides and assessment plans on the types of evidence that can be used at the unit level are available within the resources section of the C&G LA e-portfolio platform the assessor will direct the learner to these during the induction.

The evidence must:

- be relevant and satisfy the performance criteria that the learner is claiming.
- be as recent as possible – no more than 2 years in age being mindful of the time to complete the NVQ within this calculation.
- be the learner's own work – there must be an association to the learner; typically, the learner's name on the document itself. Be aware of the Centre Plagiarism policy contained within the induction pack.
- be enough to show that you consistently perform competently – several pieces of evidence will typically be expected to meet this requirement.
- be allocated to the units and assessment criteria within their NVQ. The mechanisms of this are covered in the induction with the assessor.
- be clearly titled to briefly identify the assessor as to its content.

Please be aware that blank forms or templates will NOT be accepted as evidence on any award.

Completion

Full name confirmation

On completion, CASL will request that the learner confirm their full name as appears on legal documentation such as passport etc. This is to ensure that the NVQ Certificate is valid documentation in a court of law.

Authenticity Declaration

Assessor and Learner complete a declaration of Authenticity on the e-portfolio platform as part of the completion process. This declaration affirms that the NVQ portfolio work has been produced by the learner, complies with the requisite NVQ standards, and complies with CASL's Plagiarism Policy.

Verification and Certification

To satisfy the Standard Verifier (SV) requirements outlined by Pearson, work may be requested to be used as part of their audit sample during the audit. This process is managed by the Centre and assurances are made that all material remains confidential and is securely stored.

CASL will apply to Pearson for the NVQ Certificate and forward it to the learner upon receipt (subject to successful verification of the assessments by Pearson)

Additional Information

Changing Employer

The learner can continue with the award if they change employer, provided the work undertaken remains relevant and that the former employer is supportive of this and does not apply for a refund of the NVQ fees. If a refund is requested, then it would be necessary for the fee to be covered by either the learner or new employer for the learner to continue.

NVQ Support Period

The Centre will provide NVQ support for an 18-month period following your induction, after which time there will be additional assessment fee charges incurred if the assessor and Centre determine that you as the learner are not making the necessary progress on your award.

LEARNER REGISTRATION FORM

1 NVQ QUALIFICATION DETAILS

NVQ Title
NVQ Level

2 PERSONAL DETAILS

* As the NVQ Certificate is a legally binding document, the name entered in Section 2 should be the name that appears on official documentation such as your passport.

Surname*

Forename(s)*

Title (Mr/Ms/Mrs etc)

Date of Birth (dd/mm/yyyy)

Gender

Male

Female

Unique Learner Number (ULN)

I do not have a ULN

I authorise CASL to provide me with a ULN

The ULN is a 10-digit reference number representing the individual's Unique Learner Record. Learners retain the same ULN throughout their lives; it links the learner's exam results, qualifications and learning experiences together. Each ULN is held on the Learner Register (LR) which is managed by the Learning Records Service. If you would like your achievements to be logged to the LR and you authorise CASL to allocate you with a ULN then the information you supply will be used by the Chief Executive of Skills Funding, to issue you with a Unique Learner Number and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at www.learningrecordservice.org.uk/privacynotice.

3 CONTACT DETAILS

Home

Site

Invoicing

Address

Postcode

Telephone/Mobile Number

Email address

4 WORK EXPERIENCE

From

To

Name of organisation

Job title

5 FINANCE

Please select one of the following:

☐ I, the applicant, shall be responsible for the payment of fee in sum of £600.00 (inc VAT) to cover the registration and initial administration costs and elect to pay the balance in full within 30 days of receipt of the invoice.

☐ Payment of fees has been approved by an organisation, entity, company or body on my behalf. Payment will be made in full within 30 days of receipt of the invoice. Please provide below a Purchase Order number (PO) and ensure the contact details are provided in Section 3 above.

PO Number

Our Terms and Conditions come into effect from the date of the Contract. The Contract shall commence on the confirmation in writing from the Provider to the Client of registration of the Candidate.

6 DECLARATION TO BE SIGNED BY PERSON RESPONSIBLE FOR PAYMENT OFFEES

I have received and undertake to be bound by the terms and conditions. I will be responsible for ensuring the fees will be paid.

Signature

Print Name

Date

Email

7 APPLICANT'S DECLARATION

I confirm that the information given is true, complete, and accurate.

Signature

Date

Professional Membership

Chartered Institute of Building (CIOB)

The CIOB is an influential professional body for construction management and leadership and recognises achievement of Pearson Edexcel NVQ's in construction management as an approved vocational route through to Chartered Membership of the CIOB (**MCIOB**).

The Level 7 NVQ Diploma provides a fast-track route involving the completion of a short paper on the applicant's ethics and professional judgement in the workplace. There is also route to MCIOB upon achievement of Pearson Edexcel Level 6 NVQ awards. One requirement of eligibility is that the NVQ assessor must be FCIOB or MCIOB, which all CASL NVQ L7 assessors are.

Royal Institute of Chartered Surveyors (RICS)

RICS is a professional body that recognises professionals within the land, property, construction, and infrastructure sectors; professionals holding RICS qualifications may use the designatory letters MRICS, FRICS and/or AssocRICS.

The RICS have withdrawn the option of obtaining direct entry via the higher level NVQ route but completion of the Level 6/7 Construction Management NVQ Diploma will allow the individual to apply to become a member of CIOB which is recognised as direct entry to associate membership (**AssocRICS**). For further information on the assessment process go to:

<https://www.rics.org/uk/join/qualifications/assocrics-assessment/>

Institute of Civil Engineers (ICE)

ICE is an independent professional association for civil engineers in the United Kingdom. As a member of other professional bodies such as CIOB and RICS, you are likely to be eligible to apply to become an Associate Member of ICE and use the designatory letters **EngTEch MICE/IEng MICE**.

Completion of the Level 7 NVQ Diploma in Construction Senior Management allows you the opportunity to apply for Chartered Membership of the ICE and use the designation **CEng MICE**. Further information can be found at <https://www.ice.org.uk/membership>

Society for the Environment (SocEnv)

SocEnv is the body responsible for the registration of environmental professionals and champions the expertise of environmental professionals.

As a member of CIOB and with experience on sustainability projects an individual can apply to become a member of SocEnv and become a Chartered Environmentalist on completion of the Level 7 NVQ Diploma in Construction Senior Management (**CEnv**). Further information can be found at: <https://socenv.org.uk/>

Construction Skills Certification Scheme (CSCS)

CSCS is the leading competence card scheme for the UK Construction sector. Since it began in 1995 its objective has been and continues to be the improvement of standards and safety on construction sites across the UK.

CSCS is recognised and endorsed by The Construction Leadership Council (CLC) which forms a bridge between industry and government to improve a number of areas including skills levels within the building sector.

CASL assessors offer the learner a 'go to' service in applying for a CSCS card and useful information concerning the application process can be found on the CSCS website. <https://www.cscs.uk.com/applying-for-cards/>.

The CSCS website gives the learner a useful overview of the different CSCS cards available. The Supervisory CSCS card (Gold card) is eligible for Level 3 CCO and L4 CSS NVQ learners and the Management CSCS card (Black card) is issued to Level 6 and Level 7 NVQ learners.

Registering for an appropriate NVQ will allow the learner to obtain a temporary card which lasts for three years while completing the NVQ allows them to apply for a permanent CSCS card.

Why is a CSCS card important?

Construction sites today are increasingly demanding proof that an individual is competent to carry out their job. Possession of the right CSCS card provides proof that the person has the required training and qualification for the construction work that they carry out on site, including sufficient health and safety knowledge.

The imminent withdrawal of Self Certification (Grandfathers Rights) to demonstrate competency for CSCS cards highlights the importance of a qualification to demonstrate competency on site.

The CSCS card is based on gaining an appropriate N/SVQ and passing the Construction Industry Training Board (CITB) Construction Skills Health and Safety test.

How do I get a card?

CASL provides guidance and details on the CSCS application process upon registration. We promise, as part of the CASL service, to ensure that each learner has the relevant advice and assistance to obtain the correct CSCS card on registering and completing a vocational qualification with us.

Industry Accreditation

All Industry Accreditation (IA) cards issued from 1st Jan 2020 will expire on 31st Dec 2024 and cannot be replaced using IA. This is to meet industry requirements, which state that all construction industry card schemes must operate with SVQ/NVQ qualifications in place for all occupations.

Those needing to obtain an NVQ qualification DO NOT need to leave the workplace (page 9) to complete as stated above and CITB grants (page 7) are available for employers to support with the cost of the qualification.