

# Level 1 Introductory Award in Training Skills (1106-01)

## Frequently asked questions (Centres)

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# 1 General

**Q1. What level is the new Introductory Award in Training Skills?**

This is broadly a UK equivalent Level 1 qualification Question

**Q2. What do I need to do in order to offer the qualification?**

If you currently offer City & Guilds 1104 at Certificate or Diploma level and now wish to offer the replacement qualification (1106), you need to complete a fast track approval form. If you have not offered 1104 before, you will need to complete a Qualification Approval Form, available from your local office. New centres wishing to deliver the qualification are required to complete a Centre Approval Form and a Qualification Approval Form, available from your local/branch office.

**Q3. What are the candidate entry requirements?**

There are no formal entry requirements for candidates undertaking this qualification. However, candidates should have a reasonable level of language and literacy skills in English

**Q4. Do candidates need prior experience of delivering training?**

No. This course is aimed at people who may train others in their place of work in routine and/or basic tasks.

**Q5. What is the minimum age a candidate must be in order to take the qualification?**

The **minimum** age limit attached to candidates undertaking the qualification is 18, unless there is a requirement by local, regional or national law.

**Q6. Is there a progression route for 1106-01 candidates?**

The qualification provides a number of opportunities for progression both within the City & Guilds framework of qualifications and those available in the country that offers it. Progression to the **Level 2 IVQ Diploma in Training Skills (1106-02)** and the **Level 3 Advanced Diploma in Teaching, Training & Assessing Learning (1106-21)** is possible providing candidates meet the entry requirements.

**Q7. Does City & Guilds provide course materials for the qualification?**

All course materials for delivery are available in the qualification handbook. The PowerPoint presentation and multiple choice quiz documentation is available by email from your local/branch office upon approval.

**Q8. What physical resources does the centre require in order to deliver the course?**

Centres must have an appropriate training room with IT facilities for the delivery. Where centres do not have PowerPoint facilities, it is acceptable for them to produce the presentation on overhead transparencies.

A breakout room would also be useful when delivering the programme, for group activities and feedback from assessments.

**Q9. What are the candidate entry requirements?**

There are no formal entry requirements for candidates undertaking this qualification. However, candidates should have a reasonable level of language and literacy skills in English.

**Q10. Do candidates need prior experience of delivering training?**

No. This course is aimed at people who may train others in their place of work in routine and/or basic tasks.

**Q11. What is the minimum age a candidate must be in order to take the qualification?**

The **minimum** age limit attached to candidates undertaking the qualification is 18, unless there is a requirement by local, regional or national law. Centres are responsible for ensuring compliance with all local, regional and national legislation which may affect delivery of the qualification.

## 2 Assessment

**Q12. Why is a two and three day version of the course offered?**

Originally the award was for only 2 days (12 hours), however, in response to centres needing more time for delivery of basic theory of training and assessing because of candidates with English as a second language, the need for more explanation, discussion and a longer presentation time is greater. Therefore a three day (18 hours) course covering the same learning is allowed.

**Q13. How is the qualification graded?**

Grading of activities for this qualification is pass, refer or fail. If candidates fail the practical aspect, candidates will need to re-take the full course again in the future. If candidates fail the multiple choice quiz after professional discussion, candidates may retake a different version at the discretion of the centre within a four week period or re-take the full course again.

**Q14. How will the 1106-01 qualification be assessed?**

The qualification is assessed by each candidate delivering a ten or fifteen minute training session demonstrating practical training skills **and** completing a multiple choice quiz to test knowledge.

**Q15. How do we facilitate the multiple choice quiz?**

The multiple choice quiz is not intended to be a formal exam, use professional judgement on the rules of conduct while the quiz is taking place, and agree these with the candidates.

There are 15 questions to be completed within 30 minutes. All documentation is available from your local/branch office upon qualification approval. Candidates may access dictionaries at the discretion of the centre.

**Q16. Will candidates have any form of initial assessment?**

Centres can design a suitable initial assessment form if they wish; however, this is not a requirement.

**Q17. Should candidates have a specialist subject for their assessed delivery?**

This would be useful; however, it is not a requirement. They may like to talk about their hobby or an area of interest.

### 3 Quality assurance

**Q18. How many staff are required for the course?**

It is acceptable for one person to present and assess the course; however centres may find two presenters useful. Presenters should be experienced practitioners in the specific context of teacher or trainer training. An additional member of staff is required for the internal verification process.

**Q19. What qualification/experience must staff have in order to deliver/assess the qualification?**

Tutors/assessors/IV should be occupationally competent /experienced at a level above that which they will be delivering / assessing. Staff should be technically competent and experienced practitioners in the specific context of teacher or trainer training.

**Q20. Can the deliverer also assess?**

Yes, it is fine for the person delivering the course to assess their candidates.

**Q21. Can the deliverer also internally verify?**

Yes, the deliverer can also internally verify, provided they have not assessed the candidates.

**Q22. Can I amend the content in any way?**

The content cannot be amended. This is to ensure a standardised approach to the delivery at all City & Guilds centres.

**Q23. How will this qualification be quality assured?**

This qualification will be quality assured in two ways:

Internally- The management of the delivery and practical activities, observation checklists, and multiple choice quiz responses should be sampled.

Externally- City & Guilds will appoint an External Verifier to monitor/check the assessment and internal quality assurance carried out by centres on a regular basis.

**Q24. What do guided learning hours (GLH) actually mean and what is the recommendation for this course?**

Guided Learning Hours is the amount of time a candidate will be expected to achieve the knowledge and evidence requirements involved.

The recommended delivery hours for this qualification are either twelve hours over two days or eighteen hours over three days. These days can be consecutive or spread out within a four week period.

**Q25. Do centres have to use the documents and proformas supplied by City & Guilds?**

Centres must use all the documentation listed under the structure of the qualification in the handbook.

**Q26. How many candidates can attend at any one time?**

We recommend a minimum of four and maximum of 12. However, centres can use more than one person to deliver and assess the course, therefore allowing time for all observations to take place concurrently. Centres wanting to recruit larger numbers should ensure tutors are involved to keep the ratio 1 to 12 for assessment and feedback from the presentation.