



SERVICES
LIMITED

Vocational Qualifications & Apprenticeships

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EDI APPROVED CENTRE

CENTRE CODE: HLIN26



VOCATIONAL QUALIFICATIONS

NTP Services Limited is an EDI Approved Centre and in partnership with George Farmer Technology & Language College NTP services are able to deliver funded vocational qualifications (Called QCF's) covering required skills and knowledge for the logistics industry.

All the vocational qualifications include competencies required for the Driver CPC, these courses are designed to give skills and knowledge to individuals looking to get into the logistics industry or those already in the industry, they are also designed to up skill your current workforce and they may entitle you to between 21 to 35 hours of Free driver CPC training.

What is the Qualifications and Credit Framework (QCF)?

The Qualifications and Credit Framework (QCF) is a new way of recognising skills and qualifications in England, Wales and Northern Ireland.

The QCF will improve upon the current qualifications system (the National Qualifications Framework or NQF) by making it more flexible, easier to understand and more responsive to learner and employer needs.

Credit and level

The QCF will comprise units and qualifications. Individual units will have a credit value and a level. The credit value represents how long the unit should take the average learner to achieve; the level represents how difficult it is to achieve. The smallest unit will be valued at one credit, representing 10 hours of learning. The level allocated will be between Entry level and level 8 (equivalent to a PhD).

Qualifications

There will be three sizes of qualifications (combinations of units):

- Awards – between 1 and 12 credits
- Certificates – between 13 and 36 credits
- Diplomas – 37 credits or more

Each qualification title will indicate the awarding body, the level, size and content of the qualification. For example, the *EDI Level 3 Award in Business Skills*:

Awarding Body	Level of Difficulty (Equivalent to an A Level)	Award In (Sized between 1 and 12 credits & will therefore take between 10 and 120 Hours to achieve	Business Skills
EDI	Level 3	*****	Subject Area

Units

Individual units will also be listed on the QCF, enabling learners to achieve them as and when they want rather than having to take all the units within one qualification at the same time. The smallest unit will be valued at one credit and will take the average learner 10 hours to achieve.

In order to achieve a whole qualification, at least 60% of the units achieved must be at the same level as the overall qualification.

The benefits of a QCF

Learners are able to:

- Have more choice and flexibility in their personal or career development
- Understand how long each unit or qualification will take, and how difficult they will be
- Achieve at their own pace
- Combine units to achieve a variety of qualifications
- Transfer credits between qualifications to avoid duplication of learning
- Access their own electronic learner achievement record listing every unit and qualification achieved

Employers are able to:

- Understand and compare easily the level and size of achievements of prospective employees
- Seek recognition for in-house training
- Source bite-sized training for employees

How QCF's are delivered

QCF's are delivered through guided learning hours, this is where an Assessor will visit the candidate onsite at the candidates workplace to go through assessments etc with them. Each course has a recommended number of guided learning hours. Guided learning hours include direct contact hours with the assessor as well as other time when candidates are completing work that has been agreed with the assessor.

How much will it cost?

- Candidates aged between 16-18 yrs old – 100% fully funded by the government.
- Candidates aged between 19-24 yrs old - 50% of the training will be covered by government funding.
- Candidates over 25 yrs old - a contribution will be required to cover training costs.

How do I know if this is right for my business?

Before you enrol on any course NTP Services Limited will come and have a meeting with you to discuss your requirements and training needs to ensure that you are undertaking the right training for your business.

Why should we do any training?

Out of the 2 million people employed, 85,000 people within the logistics sector lack the rights skills required to do their job, nearly half (47%) of staff within this sector do not hold a Level 2 qualification (Equivalent to 5 GCSEs grade A-C) and 13% of those in the sector have no qualifications. If the logistics sector – and your business – is to survive and grow, it is crucial that as an employer you invest in staff training and development to gain bottom line benefits.

NTP EDI Vocational Qualification Summary

Below is a summary of the Vocational Qualifications NTP Services Limited offer. In-depth information on each course is given within this prospectus.

EDI Level 2 - Certificate in Warehouse & Storage Principals

The Certificate in Warehousing and Storage Principles is a short qualification that develops the knowledge required to work safely and responsibly in a warehouse or storage facility.

EG: Checking the quality and quantity of goods received, Reporting and recording variations in deliveries or damage, breakages, quality or out-of-date items in storage. Procedures for packing items securely and labelling correctly. Health, safety and security when dispatching goods. Identifying documents and systems used for checking availability of stock and safety procedures for lifting heavy items.

EDI Level 2 - Certificate in Warehouse & Storage

The Award and Certificates in Warehousing and Storage Skills provide recognition of the skills and knowledge needed to work in or develop a career in the warehouse and storage sector. These qualifications cover the range of activities carried out by staff working within warehouse and storage. Units range from operating equipment and safety at work to processing orders and managing the receipt and dispatch of goods.

EG: Operating equipment, Receiving and dispatching goods, Storing goods safely, Processing orders.

EDI Level 3 - Certificate in Logistic Operations

This qualification covers all the essential skills and knowledge needed to ensure that goods reach their destinations safely and efficiently, including:
Supervising the receipt, storage or dispatch of goods, International road transport operations
Responding to problems in logistics operations.

Ideal for those with some experience in logistics operations looking to progress into supervision, team leading and management.

EDI Level 3 - Certificate in Traffic Office

Working as a transport manager within a traffic office is just one of the many opportunities available within logistics - one of the UK's largest industries

This qualification covers UK and international logistics and includes essentials such as: health and safety, managing the traffic office, planning routes, customer service, vehicle tracking, post journey reporting.

EDI Level 2 - Certificate in Driving Goods Vehicles

This qualification covers all the essential skills and knowledge you need for a successful career as a courier or delivery driver, and covers all modes of transport from cycles and motorbikes to cars, vans and Lorries.

EDI Level 2 – Certificate in Warehousing and Storage Principles

Aims

The EDI Level 2 Certificate in Warehousing and Storage Principles offers an up-to-date qualification that is in line with industry needs and presents an opportunity for individuals to progress onto an EDI Level 2 in Warehousing and Storage or an Apprenticeship in Warehousing and Storage.

The EDI Level 2 Certificate in Warehousing and Storage Principles contains the following three units:

- Health, safety and security within a warehousing and storage environment
- Developing effective working relationships with colleagues
- Developing working practices in a warehousing and storage environment

Guided learning hours

We recommend that 100 guided learning hours (GLHs) provide a suitable course length for an 'average' candidate at this level.

Unit 1	Health, safety and security within a warehousing and storage environment	50 GLH
Unit 2	Developing effective working relationships with colleagues	20 GLH
Unit 3	Developing effective working practices in a warehousing and storage environment	30 GLH

Guided learning hours include direct contact hours, as well as other time when candidates are completing work that has been agreed with the assessor. It is the responsibility of NTP Services Limited and George Farmer Technology & Language College to decide the appropriate course duration, based on the candidates' ability and level of existing knowledge. It is possible, therefore, that the number of GLHs can vary significantly according to candidates' needs.

Credit

The EDI Level 2 Certificate in Warehousing and Storage Principles has a credit value of 13.

Structure of the Qualification

To achieve the EDI Level 2 Certificate in Warehousing and Storage Principles candidates must successfully complete the following three units;

Unit Number	Unit Title	Unit Credit	Mode of Assessment
1	Health, safety and security within a warehousing and storage environment	6	Externally set and externally marked Multiple Choice Test
2	Developing effective working relationships with colleagues	3	Externally set and externally marked Multiple Choice Test
3	Developing working practices in a	4	Externally set and

	warehousing and storage environment		externally marked Multiple Choice Test
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Assessment methods

The assessment for this qualification is through externally set and externally marked multiple choice tests. Each unit will be tested independently through a Multiple Choice Paper containing **15** questions. Candidates should attempt all of the questions. The multiple-choice test is graded as Pass or Fail.

The time allowance for each test is 25 minutes.

Candidates must successfully achieve all three units to achieve the EDI Level 2 Certificate in Warehousing and Storage Principles.

Multiple-choice tests

The multiple-choice tests are set and marked by EDI. At the end of the paper-based tests, all materials are collected and returned to EDI. The Candidate Answer Sheets are then scored and moderated by EDI.

All multiple-choice tests must be carried out in accordance with the EDI Rules for the Conduct of External Assessment.

All tests will be carried out under examination conditions and candidates may be required to attend a local training centre or college to undertake these tests.

Award

Upon successful completion of this course candidates will receive an EDI Level 2 Certificate in Warehousing and Storage Principles.

Course Cost

- Candidates aged between 16-18 yrs old – 100% fully funded by the government.
- Candidates aged between 19-24 yrs old - 50% of the training will be covered by government funding.
- Candidates over 25 yrs old - a contribution will be required to cover training costs.

How to Enrol

If you are interested in enrolling on this course please call 01406 424922 and speak with our Vocational Qualifications team who will advise and schedule a meeting to discuss your requirements in detail.

EDI Level 2 Certificate in Warehousing and Storage

Aims

The aim of the EDI Level 2 Certificate in Warehousing and Storage is to contribute to the skills, knowledge and overall performance of the logistics industries workforce. It provides a full insight into the principles and processes of warehousing and will aid career progression.

The EDI Level 2 Certificate in Warehousing and Storage provides an up-to-date qualification that is in line with industry needs and presents an opportunity for individuals to progress to other qualifications.

Credit

The EDI Level 2 certificate in Warehousing and Storage has a credit value of 26 Credits.

Entry requirements

There are no formal entry requirements for this qualification. Learners are expected to be working in appropriate job roles and centres should ensure that learners have the appropriate skills to meet the requirements of the course.

Progression

This qualification provides progression onto the Warehousing and Storage Apprenticeship of which this will be a component. Units from this qualification are also to be included in other qualifications in the Logistics suite.

Guided learning hours

We recommend that 100-145 guided learning hours (GLHs) provide a suitable course length for an average learner at this level.

Guided learning hours include direct contact hours, as well as other time when candidates are completing work that has been agreed with the assessor. It is the responsibility of NTP Services Limited and George Farmer Technology & Language College to decide the appropriate course duration, based on the candidates' ability and level of existing knowledge. It is possible, therefore, that the number of GLHs can vary significantly according to candidates' needs.

Assessment Methods

- Observation
- Witness Testimony
- Candidate Discussions/Statement/Reflective Practice
- Photographic / Video Evidence
- Testing

Structure of the Qualification

To achieve the EDI Level 2 Certificate in Warehousing and Storage learners must complete units to the value of 26 credits.

These are to be achieved from the 2 Mandatory units, plus 2 units from Option Group 1, 1 unit from Option Groups 2, 3 and 4 plus units from Option Group 5 to the value of 6 credits.

Award

Upon successful completion of this course candidates will receive an EDI Level 2 Certificate in Warehousing and Storage.

Course Cost

- Candidates aged between 16-18 yrs old – 100% fully funded by the government.
- Candidates aged between 19-24 yrs old - 50% of the training will be covered by government funding.
- Candidates over 25 yrs old - a contribution will be required to cover training costs.

How to Enrol

If you are interested in enrolling on this course please call 01406 424922 and speak with our Vocational Qualifications team who will advise and schedule a meeting to discuss your requirements in detail.

EDI Level 3 Certificate in Logistics Operations

Aims

The EDI Level 3 Certificate in Logistics Operations provides an up-to-date qualification that has been developed in line with industry needs for those working at a supervisory or team-leading level of responsibility within Logistics Operations. This qualification provides learners with the opportunity to develop further within their current roles within Logistics Operations.

Credit

The EDI Level 3 Certificate in Logistics Operations has a credit value of 21.

Previous Learning Requirements

There are no previous learning requirements for this qualification.

Progression

The EDI Level 3 Certificate in Logistics Operations provides candidates with the opportunity to develop further within their current Logistics role. On successful completion of this Certificate a candidate may wish to progress onto a Level 4 qualification or onto further Logistics qualifications.

Guided Learning Hours

We recommend that **113 - 116** guided learning hours (GLH) provide a suitable course length for an 'average' learner at this level.

Guided learning hours include direct contact hours, as well as other time when candidates are completing work that has been agreed with the assessor. It is the responsibility of NTP Services Limited and George Farmer Technology & Language College to decide the appropriate course duration, based on the candidates' ability and level of existing knowledge. It is possible, therefore, that the number of GLHs can vary significantly according to candidates' needs.

Structure of the Qualification

To achieve the EDI Level 3 Certificate in Logistics Operations learners must achieve 21 credits. These credits will be achieved through completing the Mandatory 3 units, plus 1 from each of the 4 option groups.

Assessment methods

Each unit is achieved by meeting each of the assessment criteria outlined in the unit specification. All of the assessment criteria must be met for the units offered; high achievement in one or more units cannot compensate for failure to achieve all the assessment criteria for other units.

Assessment and Grading Criteria

The EDI Level 3 Certificate in Logistics Operations is awarded to learners who achieve a minimum of 21 credits. There are no further categories of pass; the certificate is not graded.

Award

Upon successful completion of this course candidates will receive an EDI Level 3 Certificate in Logistics Operations

Course Cost

- Candidates aged between 16-18 yrs old – 100% fully funded by the government.
- Candidates aged between 19-24 yrs old - 50% of the training will be covered by government funding.
- Candidates over 25 yrs old - a contribution will be required to cover training costs.

How to Enrol

If you are interested in enrolling on this course please call 01406 424922 and speak with our Vocational Qualifications team who will advise and schedule a meeting to discuss your requirements in detail.

EDI Level 2 Certificate in Traffic Office

Aims

The EDI Level 2 Certificate in Traffic Office is for people working, or aspiring to work in the traffic office arena. The Mandatory content of the qualification covers the essential areas needed for the job roles associated with recruitment and Health and Safety.

Credit

The EDI Level 2 Certificate in Traffic Office has a credit value of 22.

Previous learning requirements

There are no formal entry requirements for this qualification.

Progression

This qualification provides a basis for learners which could lead into EDI's Level 3 Traffic Office Certificate, or another Level 3 qualification in the Logistics suite.

Guided learning hours

We recommend that **115** guided learning hours (GLH) provide a suitable course length for an 'average' learner at this level.

Guided learning hours include direct contact hours, as well as other time when candidates are completing work that has been agreed with the assessor. It is the responsibility of NTP Services Limited and George Farmer Technology & Language College to decide the appropriate course duration, based on the candidates' ability and level of existing knowledge. It is possible, therefore, that the number of GLHs can vary significantly according to candidates' needs.

Structure of the Qualification

To achieve the EDI Level 2 Certificate in Traffic Office, learners must achieve a total credit value of 22 credits. These credits are to be gained through achieving all of the 9 Mandatory units.

Award

Upon successful completion of this course candidates will receive an EDI Level 2 Certificate in Traffic Office

Course Cost

- Candidates aged between 16-18 yrs old – 100% fully funded by the government.
- Candidates aged between 19-24 yrs old - 50% of the training will be covered by government funding.
- Candidates over 25 yrs old - a contribution will be required to cover training costs.

How to Enrol

If you are interested in enrolling on this course please call 01406 424922 and speak with our Vocational Qualifications team who will advise and schedule a meeting to discuss your requirements in detail.

EDI Level 2 Certificate in Driving Goods Vehicles

Aims

This qualification is for Goods Vehicle drivers who are able to show the minimum level of occupational competence required for a goods vehicle driver. This competence is more than that required by the relevant statutory driving test, as it includes competences in pre-driving checks (including the use of tachographs) and monitoring the loading of goods. Driving skills need to be shown whilst driving a goods vehicle that is laden with the candidate's typical load. Candidates are required to drive safely and with acceptable wear and tear on the vehicle.

Candidates also have the opportunity to show competence in unloading goods vehicles, and coupling and uncoupling goods vehicles.

Achievement of this Certificate provides the opportunity for individuals to demonstrate that they work consistently to a national standard recognised by their industry. It also indicates that an organisation is committed to developing its staff and maintaining quality.

Credit

The EDI Level 2 Certificate in Driving Goods Vehicles has a minimum credit value of 29 to be taken within their chosen vehicle pathway.

Progression

It is anticipated that learners will progress on to the Level 3 Certificate in Driving Goods Vehicles.

Guided learning hours

We recommend that 149 - 189 guided learning hours (GLHs) provide a suitable course length for an 'average' learner at this level.

Guided learning hours include direct contact hours, as well as other time when candidates are completing work that has been agreed with the assessor. It is the responsibility of NTP Services Limited and George Farmer Technology & Language College to decide the appropriate course duration, based on the candidates' ability and level of existing knowledge. It is possible, therefore, that the number of GLHs can vary significantly according to candidates' needs.

Structure of the Qualification

To achieve the full Level 2 Certificate in Driving Goods Vehicles, learners must complete their chosen Vehicle Pathway to the value of 29 credits.

Motor Cycle / Pedal Cycle
Van
Rigid Vehicle
Articulated or Drawbar Vehicle

These are to be achieved by completing the Vehicle specific Mandatory units, plus one unit from option groups 1, 2 and 3 and units to the value of 5 credits from option group 4.

Award

Upon successful completion of this course candidates will receive an EDI Level 2 in Driving Goods Vehicles

Course Cost

- Candidates aged between 16-18 yrs old – 100% fully funded by the government.
- Candidates aged between 19-24 yrs old - 50% of the training will be covered by government funding.
- Candidates over 25 yrs old - a contribution will be required to cover training costs.

How to Enrol

If you are interested in enrolling on this course please call 01406 424922 and speak with our Vocational Qualifications team who will advise and schedule a meeting to discuss your requirements in detail.

APPRENTICESHIPS

What we offer?

NTP Services Limited work in partnership with George Farmer Technology & Language College to offer Apprenticeships across 12 vocational fields.

We offer the following Apprenticeships in Warehousing:-

- Apprenticeship in Warehouse & Storage
- Apprenticeship in Warehouse & Storage with principles technical certificate

In partnership with George Farmer Technology & Language College we are able to offer apprenticeships in the following industry sectors:-

- Business Administration
- Customer Service
- Childcare
- Health and Social Care
- Motor Vehicle
- Plumbing
- Electrical
- Construction Wood work
- Construction Brick work
- Hairdressing
- Supporting Teaching and Learning in Schools
- Horticulture

What are Apprenticeships?

They are work-based training programmes designed around the needs of employers, which lead to national recognised qualifications. You can use Apprenticeships to train both new and existing employees. Funding is available to train apprentices.

Apprenticeships are designed by the Sector Skills Councils, while the National Apprenticeship Service helps to fund the training. Business representatives from the relevant industry sector work with the Sector Skills Councils to develop the course content. Because they genuinely understand your business, the training will be relevant for your industry.

Facts in numbers

- 80% of those employers who employ apprentices agree they make their workplace more productive.
- 81% of consumers favour using a company which takes on apprentices.
- The National Minimum Wage for apprentices is £2.50 per hour however, many employers prefer to pay more
- Employers who take on a 16-18 year old apprentice only pay their salary. The Government will fund their training.

- There are over 85,000 employers offering Apprenticeships in more than 130,000 locations; there are almost 200 frameworks suitable for hundreds of job roles.
- 88% of employers who employ apprentices believe that Apprenticeships lead to a more motivated and satisfied workforce.
- 83% of employers who employ apprentices rely on their Apprenticeships programme to provide the skilled workers that they need for the future.
- One in five employers are hiring more apprentices to help them through the tough economic climate.

Training

As Apprenticeships are work-based training programmes, most of the training is 'on the job' – at your premises. The rest can be provided by NTP Services Limited & George Farmer Technology & Language College.

As the employer you must give your apprentices an induction into their role and provide on-the-job training. You are also responsible for paying your apprentices' wages.

NTP Services and George Farmer will be able to support and guide you. We will work with you to:

- Help you decide which Apprenticeship is right for you;
- Explain the way that Apprenticeships might work for you and if funding is available;
- Agree a training plan with your apprentice;
- Recruit an apprentice or support your existing staff into Apprenticeships;
- Manage the training and evaluation; and
- Ensure that national quality standards are met and deliver integrated, coherent training.

National Minimum Wage

A National Minimum Wage for apprentices was introduced on 1 October 2010. The wage applies to all apprentices aged under 19; and apprentices aged 19 or over in the first year of their Apprenticeship.

The apprentice minimum wage is £2.50 per hour and applies to time working, plus time spent training that is part of the Apprenticeship. Employers are free to pay above the new wage and many do so, but employers must ensure that they are paying their apprentices at least the minimum wage.

If an apprentice is on a higher wage, the employer must continue to pay that for the remainder of the training or until the apprentice becomes eligible for the full national minimum wage.

The Business Benefits

Apprenticeships can help businesses across all sectors by offering a route to harness fresh new talent.

UK businesses consider skills shortages and recruitment difficulties a bigger threat to performance than soaring oil prices and declining consumer spending, and more than a quarter of these rate this form of vocational training higher than any other qualification.

Apprenticeships ensure that your workforce has the practical skills and qualifications your organisation needs now and in the future. The mixture of on and off job learning ensures they learn the skills that work best for your business.

Over 130,000 businesses offer apprentice places because they understand the benefits that apprentices bring to their business – increased productivity, improved competitiveness and a committed and competent work-force.

Improve your bottom line

Apprenticeships deliver real returns to your bottom line, with Apprenticeships helping them to improve productivity and to be more competitive. Training apprentices can also be more cost effective than hiring skilled staff, leading to lower overall training and recruitment costs.

Fill your skills gaps

Apprenticeships deliver skills designed around your business needs providing the skilled workers you need for the future. They also help you develop the specialist skills you need to keep pace with the latest technology and working practices in your sector.

Motivate your workforce

Apprentices tend to be eager, motivated, flexible and loyal to the company that invested in them. Remember, an apprentice is with you because they want to be – they have made an active choice to learn on the job and a commitment to a specific career.

Benefits in numbers

Earlier research, conducted in February 2008 by Populous on behalf of the LSC to launch the first National Apprenticeship Week revealed:

- 77% of employers believe Apprenticeships make them more competitive;
- 76% say that Apprenticeships provide higher overall productivity;
- 80% feel that Apprenticeships reduce staff turnover;
- 83% of employers rely on their Apprenticeships programme to provide the skilled workers that they need for the future;
- Two-thirds of respondents believe that their Apprenticeship programme helps them fill vacancies more quickly, whilst
- 88% believe that Apprenticeships lead to a more motivated and satisfied workforce;
- 59% report that training apprentices is more cost-effective than hiring skilled staff, with 59% believing that Apprenticeships lead to lower overall training costs and 53% feeling that they reduce recruitment costs;
- In terms of the return on investment linked to Apprenticeships, 41% say that their apprentices make a valuable contribution to the business during their training period, while a further third (33%) report that apprentices add value within their first few weeks (or even from Day One);
- 57% report a high proportion of their apprentices going on to management positions within the company;

Over three-quarters of respondents expect apprenticeships to play a bigger part in their recruitment policy in the future

How can we get an Apprentice?

The next step is to discuss your exact training requirements with an Apprenticeship representative. Call 01406 424922 or email skillstraining@ntpservices.co.uk for more information on how apprentices can help your business.

Contact Us

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Website: www.ntpservices.co.uk

Facebook: www.facebook.com/ntpservicesltd

Twitter: @NTPServicesLtd

Accreditations & Other Training

EDI Approved Centre Code: HLIN26
JAUPT Approved Centre Number: AC01050

Other training services currently offered:-

- Drivers Certificate of Professional Competence Periodic Training (Drivers CPC)
- First Aid at Work (FAW)
- Emergency First Aid Training (EFA)
- Operators Compliance Awareness Training

NTP are always looking to expand our range of training services and our portfolio is growing daily so we can offer more services to our customers. If you don't see the service you require please call us on 01406 424922 to discuss your requirements. NTP are able to offer bespoke packages to suit your requirements, training can be carried onsite or offsite at a venue local to you.