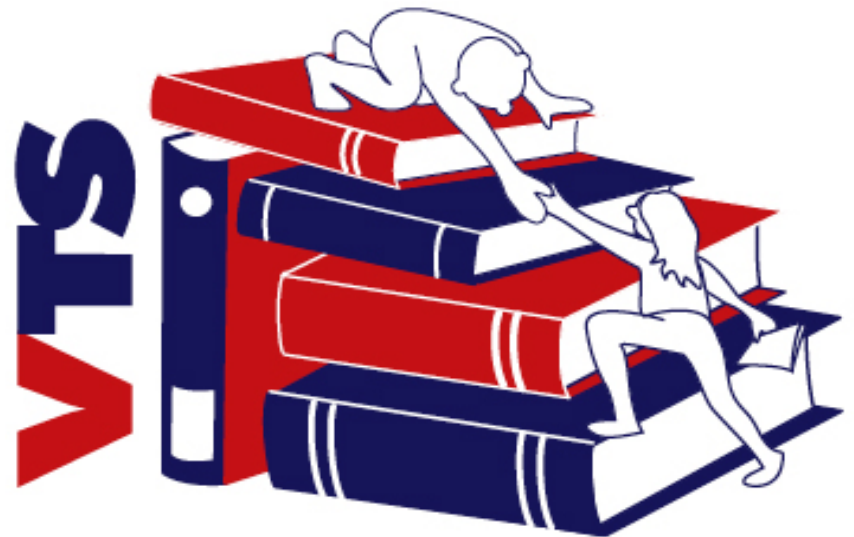


COURSE PROGRAMME 2010 / 2011



Vocational Training Services BFG
Helping YOU Achieve Your Goals



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MISSION STATEMENT

VTS is committed to provide a high standard of learning and development, available to all within the BFG community.

VTS staff work in partnership with all education providers to enable members of the community to realise their full potential and make a positive contribution.

How do you get in touch? ...

Head Office

3 York Drive, JHQ, BFPO 40 (41179 Mönchengladbach)
Tel: JHQ Military 948 72 - 4086 Fax - 2358
Civilian +49 (0)2161 472 - 4086 Fax - 2358
Email vts@bfgnet.de

Gütersloh Office

Regt HQ Bldg 26 RA, Room 24, Mansergh Bks, BFPO 113
(Verler Str. 127, 33332 Gütersloh)
Tel: Gut Military 948 73 - 2338 Fax - 2273
Civilian +49 (0)5241 84 - 2338 Fax - 2273
Email vts@bfgnet.de

Bergen-Hohne Office

Postal address: c/o 42 AEC Bergen-Hohne Garrison, BFPO 30
MB19, Haig Barracks, Bergen-Hohne Garrison, BFPO 30
(29303 Bergen-Hohne)
Tel: Hohne Military 948 77 - 3906 Fax - 3907
Civilian +49 (0) 5051 96 - 3906 Fax - 3907
Email vtshohne@yahoo.co.uk

Go to our

Homepage : www.bfgnet.de/Community/vtsbfg.html

to

Print off the Application Form

or

Access City & Guilds' website through the link provided for further information on the qualifications

Vocational Training Services BFG
Helping YOU Achieve Your Goals

We have been nominated for the prestigious

**City & Guilds
Centre of Excellence Award**

**We work in cooperation with
All 14-19 Partnerships across BFG**

**WS Training, Ipswich (UK)
who have been recognised as the
Provider of the Year for
Apprenticeships 2009**

What do we do? ...

Vocational Training Services BFG (VTS) is a National Vocational Qualification (NVQ) Centre with accreditation from City & Guilds, offering the following UK and internationally recognised qualifications (in brackets are C&G qualification reference numbers):

1. **NVQ Business & Administration Levels 2 – 4 (4404 Level *):**
Based on work skills and job description of the learner. An occupationally competent assessor visits the learner in the workplace, assessing through observation, discussions and other methods. A portfolio of evidence is compiled by the learner to complete a number of units previously chosen. The VTS assessor supports the learner throughout until completion.
2. **NVQ Customer Service Levels 2 + 3 (4543 Level *):**
As above
3. **NVQ Multi-Skilled Hospitality Level 1 (7081 Level 1):**
As above
In co-operation with Prince Rupert and Gloucester School
4. **Apprenticeships Level 2/ Advanced Apprenticeships Level 3:**
Incorporate an NVQ at Level 2 / 3 in either Business & Administration (4404) or in Customer Service (4543), the relevant Technical Certificate (4413/4417 - this entails a week's classroom-based learning ending in a written assignment and an online multiple choice test) and Key Skills Qualifications (3638). These three components can be achieved separately and combined to obtain the Apprenticeship certification.
5. **Key Skills Levels 1 – 3 (3638 Level *):**
Core Key Skills (Portfolio of evidence and online Multiple Choice Test to complete): Application of Number; Communication; Information and Communication Technology
Wider Key Skills (Portfolio of evidence only): Improving Own Learning and Performance; Problem Solving; Working with Others

Qualifications on offer continued:

6. **Workplace Health & Safety Level 2 (Unit) :**
This Level 2 qualification incorporates, amongst other parts, Fire Safety and drawing up Risk Assessments.
The unit is completed after 10 hours of classroom training, ending in a 1 hour written exam.
7. **Award or Certificate in Employability & Personal Development (7546 Entry 3 Level 1):**
Designed to assist learners develop skills for the workplace. Aimed at those who have either never been employed or are aiming to re-enter employment after a considerable amount of time.
Guided Learning hours to be completed, as specified by City & Guilds. A work-placement is required (help with finding this can be provided).
8. **VRQ Salon Services Level 1 (6926):**
In co-operation with SCE Schools Prince Rupert / Gloucester.
The qualification at Level 1 incorporates Customer Service aspects of the job with Reception Work; Basic Beauty (e.g. manicure) and Basic Hair (e.g. wash and dry).
9. **VRQ Diploma in Women's Hairdressing Level 2 (6902):**
In co-operation with SCE Schools Prince Rupert / Gloucester.
The qualification at Level 2 incorporates Salon related Health & Safety.
10. **British Citizenship (ESOL Skills for Life) (3692 Entry Levels)**
In partnership with Salmond House Training Centre – costs apply.
For further information please contact: SHTC, JHQ
Tel: JHQ Mil (948 72) 2971 Fax: JHQ Mil (948 72) 3854
Civilian: +49 (0)2161 472 2971 Fax: +49 (0)2161 472 3854

Notes:

Notes:

Qualifications on offer continued:

11. Learning & Development Awards
NVQ Assessor A1 (7317 01) and Verifier (V1) (7317 11):
A qualified assessor / verifier supports the learner assessor / verifier throughout the qualification. A portfolio of evidence is gathered. Learners have to be occupationally competent in the field of assessment.

Vocational Training Services BFG

Who can apply?

ALL courses are available to everyone within the BFG, SHAPE and Brunssum communities:
MIL / UKBC / DEP / DEL

Prices:

If in employment, your Training Manager / LEC Support Services Training Wing (Herford) will be able to advise you whether the qualification you wish to undertake will be funded.

Learners between the ages of 16-19 (at time of registration of award) are free of charge under government guidelines (conditions may apply).

In the rare case of the learner having to pay, charges are as follows:

Employability & Personal Development

Award €150
Certificate €180

NVQs Level 2 €350
 Level 3 €550
 Level 4 €650

Key Skills Level 1 €100
 Level 2 €150
 Level 3 €200

Technical Certificate €200

Apprenticeships Level 2

Customer Service €750
Business & Administration €800

Advanced Apprenticeships Level 3

Customer Service €1050
Business & Administration €1050

Vocational Training Services BFG

Prices continued:

Learning & Development Awards:

A1 Assessor €550
V1 Verifier €650

**Award or Certificate in Employment & Personal Development
Apprenticeships Level 2 / Advanced Apprenticeships Level 3**
conditions apply