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Open Awards Entry Level Award in Preparing for Volunteering (Entry Level 3) (RQF)

Award (600/6704/4)



QUALIFICATION GUIDE

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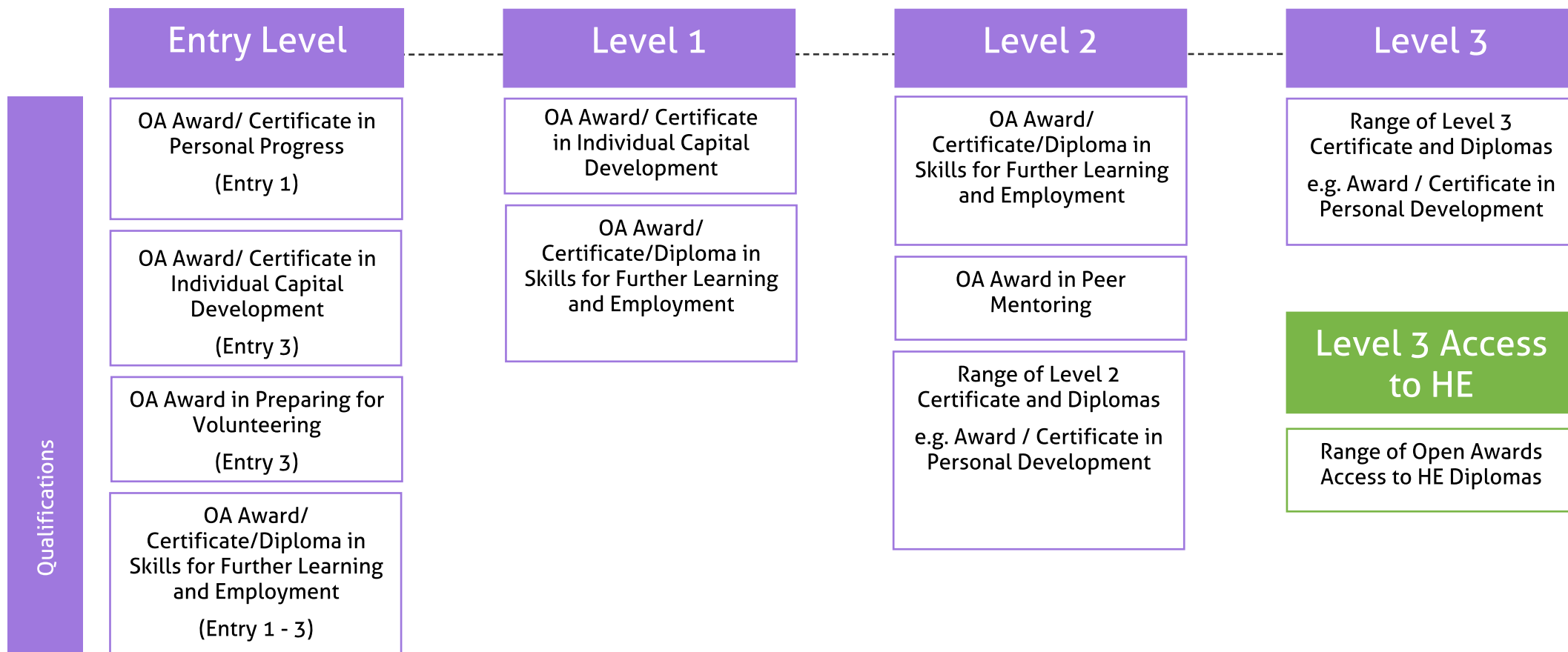
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Progression Pathway

Personal Development



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Vocational Learning

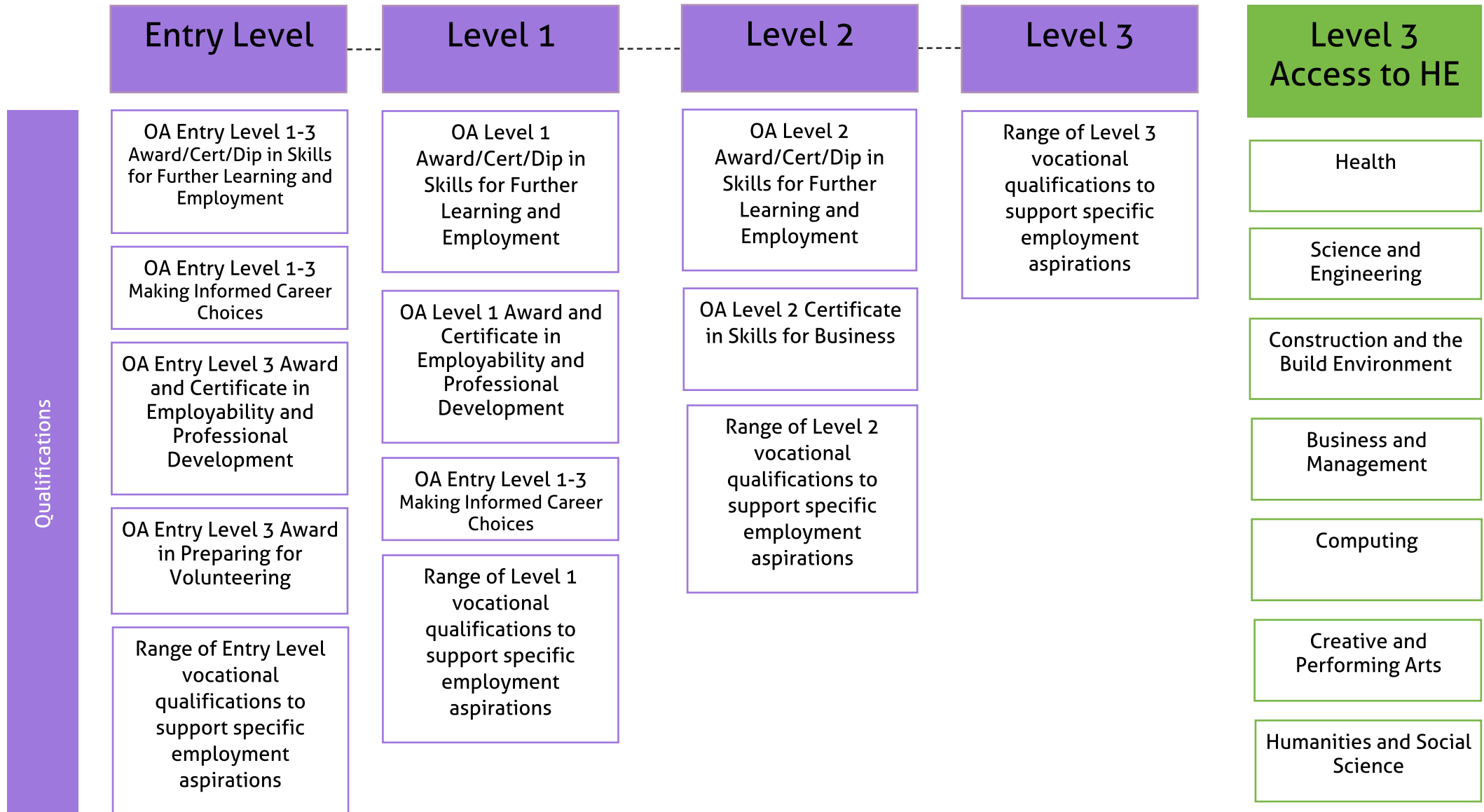
These qualifications are designed to develop an individual's personal and social skills through increasing self-knowledge and self-confidence. They provide learners with an opportunity to reflect on who they are, what they want to achieve and the type of person they would like to be.

These qualifications are particularly relevant to learners facing challenging circumstances or those who have previously had unsatisfactory experiences of education as it allows them to examine these situations and overcome barriers that may have prevented progress, as such it offers an excellent route into more formal vocational education.

Pathways to Employment Employability



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About the Qualification

Title	Open Awards Entry Level Award in Preparing for Volunteering (Entry 3) (RQF)
QAN	600/6704/4
Sector	14.2 Preparation for Work
Level	Entry Level 3
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review Date	30/06/2022

Ofqual Purpose	B. Prepare for further learning or training and/or develop knowledge and/or skills in a subject area
Ofqual Sub-Purpose	B1. Prepare for further learning or training

Rules of Combination	
Award	
Credit Value of the Qualification:	11
Minimum Credits to be achieved at the Level of the Qualification:	11
Mandatory Unit Group A:	11 credits to be achieved

Total Qualification Time/Guided Learning	
Award	
Total Qualification Time (hours)	110
Guided Learning (hours)	110

Age Range and Restrictions:	
Pre -16	✓
16 – 18	✓
19+	✓
Any other restrictions specific to the qualification(s)	None

Any specified entry requirements
This qualification is suitable for learners aged 11+ There are no other restrictions on learner entry and no specific prior achievements required.

Recommended Assessment Method
The recommended assessment method is a Portfolio of evidence. Candidates must provide sufficient evidence that they have the required knowledge, skills and

understanding of the assessment criteria and that it is their own work. Types of evidence could include:

- a) Observation of performance
- b) Questioning (written or oral)
- c) Practical Activities
- d) Photographs or videos
- e) Personal statements
- f) Project work
- g) Witness testimonies
- h) Group discussion
- i) Recognition of Prior Learning

Assessment practices must reflect [the Equality and Diversity Policy](#) of Open Awards. Reasonable adjustments may be required for individual learners to enable them to undertake assessments fairly.

Please see our [Access to Fair Assessment Policy](#), which includes our Reasonable Adjustments guidance, for applying for Access to Fair Assessment .

Other Qualifications in this suite

Our full suite of qualifications within Preparation for Life and Work sector can be found on our website [here](#).

Purpose Statement



Open Awards Entry Level Award in Preparing for Volunteering (Entry 3) (RQF)

The primary purpose of this qualification is to prepare you for further learning or training and/or to develop knowledge and/or skills in a subject area. This qualification provides you with an opportunity to achieve a nationally recognised qualification whilst preparing for a volunteering placement. The qualification will help you to develop skills, knowledge and experience to support progression into paid employment or further learning. You will develop interpersonal skills and an awareness of customer relations, conflict resolution, equality and diversity and safety within the work place.



Who is it for?

This qualification could be for you if you are:

- Preparing for work as a volunteer
- Looking to develop skills through volunteering to progress into paid employment
- Looking to increase your self-esteem and confidence



What does this qualification cover?

To achieve this qualification you will need to complete 11 credits and commit to approximately 110 hours of learning.

You will need to complete 8 mandatory units, including:

- Basic Fire Awareness in Preparation for Volunteering
- Becoming a Volunteer
- Developing Team and Interpersonal Skills in Preparation for Volunteering
- Introduction to Conflict Resolution in Preparation for a Volunteering role
- Preparing for and Reflecting on a Volunteer Placement
- Safety Awareness in the Workplace as Preparation for Volunteering
- Understand Effective Customer Relations in Preparation for Volunteering
- Understanding Equality and Diversity in Preparation for Volunteering



What are the Entry Requirements?

This qualification is suitable for learners aged 11+
There are no other restrictions on learner entry and no specific prior achievements required.



What are the Progression Opportunities?

The Open Awards Entry Level Award in Preparing for Volunteering (Entry 3) has been designed to enable opportunities in volunteering, paid employment and further learning. On achievement of this qualification, you could progress onto higher level qualifications, including:

- Level 1 Award/Certificate in Employability and Professional Development (RQF)
- Level 1 Award/Certificate/Diploma in Skills for Further Learning and Employment (RQF)
- Level 1 Award in Making Informed Career Choices (RQF)

You may also choose to progress onto an employment-focused study programme such as a **Traineeship**.

A Traineeship is a study programme designed to support progression to an apprenticeship and includes elements of:

- Work Placements
- Qualifications
- Maths/English



What are the Assessment Methods?

You will be required to complete a portfolio of evidence to achieve this qualification. Types of evidence included in your portfolio could include:

- Videos/photographs
- Reflective journals
- Questions/answers
- Worksheets
- Recorded discussions with your tutor



Who supports this qualification?

This qualification has been reviewed with and is supported by training providers and Further Education Colleges.

Qualification Units

Mandatory Units

QAC Code	Unit Name	Credits	Level
R/504/3065	Preparing For and Reflecting On a Volunteer Placement	3	Entry Level Three
D/504/3893	Becoming a Volunteer	1	Entry Level Three
L/504/3887	Basic Fire Awareness in Preparation for Volunteering	1	Entry Level Three
L/504/3890	Safety Awareness in the Workplace as Preparation for Volunteering	1	Entry Level Three
R/504/3888	Developing Team and Interpersonal Skills in Preparation for Volunteering	2	Entry Level Three
R/504/3891	Understand Effective Customer Relations in Preparation for Volunteering	1	Entry Level Three
Y/504/3889	Introduction to Conflict Resolution in Preparation for a Volunteering Role	1	Entry Level Three
Y/504/3892	Understanding Equality and Diversity in Preparation for Volunteering	1	Entry Level Three

Delivering this Qualification

Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre. For more information, [click here](#) or contact the team on 0151 494 2072

Already Recognised? How to Deliver

If you are already a recognised Open Awards centre, you can deliver this qualification by completing a [New Qualification Notification Form](#) via the Open Awards portal. For more information, see the [Centre Handbook](#), or contact the team on 0151 494 2072.

Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.

Full year long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via the Open Awards portal. More information can be found in our [Centre Handbook](#).

Quality Assurance

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Please [see our website](#) for more information.

Centre Staff Requirements

It is expected that centres will have occupationally competent staff with relevant sector experience for their role in the delivery of the units/qualifications being offered.

Centres are responsible for ensuring that their staff are occupationally competent and have access to appropriate training and support. They are also responsible for notifying Open Awards of staff changes.

Assessment

Open Awards units and qualifications have been designed around the principle that the learner will build evidence towards the achievement of the assessment criteria over a period of time.

Each learner is required to build a portfolio of evidence to demonstrate that all the assessment criteria associated with each unit has been met.

Tutors and Assessors need to ensure that all evidence presented in a portfolio is:

Valid: it should be clearly demonstrating the knowledge or skills that are set out in the assessment criteria. It should be clearly the work of the learner.

Reliable: which means that it will in general, produce the same range of responses from learners, as long as they are used in similar circumstances and with similar groups of learners.

Inclusive: so that no individual learner is excluded from the opportunity to show their achievement because of their individual background or experience.

Assessors are required to review and assess all learner evidence and must be satisfied that

learners have achieved all learning outcomes and assessment criteria relating to the unit being assessed prior to deciding the learner has completed the unit. Assessors will also ensure that the evidence produced by the learner is their own work.

Assessors retain records (e.g. Feedback Sheets, Individual Progress Record, Group Progress Record) on behalf of the centre which are made available and used by the centre's internal verifier / AIV and Open Awards Quality Reviewer / External Verifier.

Verification and Standardisation

Verification is the process by which assessment decisions are confirmed. Centres delivering this qualification have a responsibility to conduct internal verification led by a trained internal verifier.

Centre approval compliance monitoring and External verification is carried out by Open Awards Quality Reviewers/External Verifiers who will confirm that the centre is assessing to standard and ensure that there are robust quality assurance systems embedded.

Further guidance on Internal Verification and Training Support for centres can be found on [our website](#)

Centres are required to contribute to national standardisation as requested by Open Awards and also to carry out appropriate internal standardisation. Open Awards offers Standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on [our website](#)

Internal standardisation involves ensuring that, where there is more than one tutor/assessor delivering Open Awards provision or more than one site, internally set tasks and the outcomes of internal assessment are consistent across the range of courses.

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment (leading to the award of credit) that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. RPL enables recognition of achievement from a range of achievements and experiences whether at work, home and at leisure and is acceptable for accrediting a unit, units or a whole qualification. Evidence of learning must be sufficient, reliable and valid.

Credit based qualifications enable learners to avoid duplication of learning and assessment through equivalences or exemptions. It is the responsibility of the centre to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external verification by the Open Awards Quality Reviewer for the centre. For more information, please see our [Recognition of Prior Learning Policy](#).

Appendices and Links

Appendix Name
Glossary of Terms
Malpractice and Maladministration Policy
Sanctions Policy
Standardisation Policy
Marketing Your Open Awards Course
Centre Handbook
Recognition of Prior Learning Policy and Procedures
Plagiarism Policy
Invoicing Policy
Equality and Diversity Policy
Customer Service Statement
Complaints Policy and Procedures
Enquiries and Appeals Policy and Procedures
Access to Fair Assessment Policy
Report of Suspected Malpractice (M1 Form)

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