



openawards

# Open Awards Level 3 Certificate in Skills for Managing Independent Travel Training Programmes (RQF)

Certificate 601/8886/8



QUALIFICATION GUIDE

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## About the Qualification

|                            |   |
|----------------------------|---|
| <b>Title</b>               | Certificate in Skills for Managing Independent Travel Training Programmes (RQF) |
| <b>QAN</b>                 | 601/8886/8  |
| <b>Sector</b>              | Health, Public Services and Care  |
| <b>Level</b>               | 8   |
| <b>Funding</b>             | <a href="#">Please click here for more information</a>                          |
| <b>Pricing Information</b> | <a href="#">Please click here for more information</a>                          |
| <b>Review Date</b>         | 31/08/2023  |

|                           |   |
|---------------------------|---|
| <b>Ofqual Purpose</b>     | C – Prepare for employment                                  |
| <b>Ofqual Sub-Purpose</b> | C2 – Prepare for Employment in a specific occupational area |

| <b>Total Qualification Time/Guided Learning</b> |     |
|---|-----|
| <b>Certificate</b>                              |     |
| Total Qualification Time (hours)                | 180 |
| Guided Learning (hours)                         | 122 |

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

| <b>Any specified entry requirements</b>  |
|--|
| As the qualification is designed to support people to progress into the role of a travel training coordinator/manager, it would not be suitable for learners under the age of 18. It is recommended that learners have already completed the Level 2 Skills for Teaching Independent Travel or have experience of delivering travel training programmes. There are no other restrictions on learner entry and this certificate may be studied alongside other vocational qualifications. |

## Recommended Assessment Method Summary

Learners will be required to complete a portfolio of evidence set and marked by the education provider and externally quality assured by Open Awards.

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) Reflective Journals
- b) Assignments
- c) Practical work e.g. risk assessments or route plans
- d) Observation of performance
- e) Questioning (written or oral)
- f) Practical Activities
- g) Photographs or videos
- h) Personal statements
- i) Project work
- j) Witness testimonies
- k) Group discussion
- l) Recognition of Prior Learning

Assessment practices must reflect the Equality and Diversity Policy of Open Awards.

## Qualification Units

| Rules of Combination  |  |
|---|--|
| <b>Certificate</b>  |  |
| Credit Value of the Qualification:                                | 18                                     |
| Minimum Credits to be achieved at the Level of the Qualification: | 13                                     |
| Mandatory Units A:  | 7                                      |
| Generic Optional Group B:   | A minimum of 11 credits to be achieved |

### Mandatory Unit Group A

| QAC Code   | Unit Name  | Credits | Level       |
|------------|--|---------|-------------|
| F/508/4677 | <a href="#">Managing Risk in Travel Training Programmes</a>                          | 2       | Level Three |
| T/508/4675 | <a href="#">Supervise, Monitor and Review Independent Travel Training Programmes</a> | 5       | Level Three |

### Optional Unit Group B

| QAC Code   | Unit Name   | Credits | Level       |
|------------|---|---------|-------------|
| D/508/4685 | <a href="#">Check Work, Progress and Recognise Achievements of a Team</a>               | 2       | Level Three |
| K/505/2256 | <a href="#">Communication in the Workplace</a>  | 2       | Level Two   |
| J/508/4681 | <a href="#">Data Protection</a>   | 2       | Level Two   |
| T/506/7763 | <a href="#">Developing Own Interpersonal Skills</a>                                     | 3       | Level Three |
| R/508/4683 | <a href="#">Developing Problem Solving Skills in the Workplace</a>                      | 2       | Level Three |
| F/508/4680 | <a href="#">Equality and Diversity</a>  | 3       | Level Three |
| J/508/5023 | <a href="#">Facilitate Learning and Development for Individuals</a>                     | 6       | Level Three |
| F/508/5019 | <a href="#">Managing a Budget</a>   | 2       | Level Two   |
| L/508/4990 | <a href="#">Managing a Project</a>  | 1       | Level Two   |
| Y/506/7769 | <a href="#">Presentation Skills</a>   | 1       | Level Three |
| L/506/3606 | <a href="#">Principles of Communication in Adult Social Care Settings</a>               | 2       | Level Three |
| L/508/4679 | <a href="#">Principles of Safeguarding Children, Young People and Vulnerable Adults</a> | 2       | Level Three |
| H/508/4686 | <a href="#">Promoting Positive Behaviour in Children and Young People</a>               | 2       | Level Three |
| K/508/4687 | <a href="#">Provide Leadership for a Team</a>   | 4       | Level Three |
| L/508/4682 | <a href="#">Take Responsibility for Health and Safety in your Team</a>                  | 2       | Level Three |

|            |   |   |             |
|------------|---|---|-------------|
| J/508/4678 | <a href="#">Understand how to Support Individuals with Autistic Spectrum Conditions</a> | 4 | Level Three |
| M/508/4688 | <a href="#">Understand Models of Disability</a>   | 1 | Level Three |
| H/508/4994 | <a href="#">Work in a Person-Centred Way</a>  | 3 | Level Three |
| T/508/4689 | <a href="#">Working with Individuals with Disabilities</a>                              | 1 | Level Three |

## Delivering this Qualification

### **Becoming a Centre**

To deliver this qualification you must be a recognised Open Awards centre. For more information, head to our website or contact the team on 0151 494 2072

### **How to Deliver**

You can deliver this qualification by completing a [New Qualification Request 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](#).

### **Quality Assurance and Standardisation**

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Template forms and guidance documents are available via the Open Awards portal.

#### **Centre Staff Requirements**

Centres are responsible for ensuring that their staff are suitably skilled and experienced. Tutors/ assessors and internal quality assurance (IQA) staff must have relevant occupational knowledge and/or occupational competence at the same level or higher as the units being delivered.

It is recommended that any trainer delivering the Level 3 Certificate in Skills for Managing Travel Training Programmes has achieved the Level 3 Certificate in Skills for Managing Travel Training Programme and/or an alternative relevant level 4 qualification, or is able to demonstrate sufficient experience of managing independent travel training programmes successfully.

Although not mandatory, best practice would be for Assessors to hold the relevant D32/D33/A1/AQA unit(s) and Level 3 Award in Education or Training. Likewise, best practice would be for Internal Verifiers to hold the relevant D34/V1/IQA unit(s).

Centres are responsible for notifying Open Awards of staff changes.

#### **Training and support**

Open Awards offers training and support events in Delivery & Assessment and Quality Assurance. These events are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of these training events are on our [website](#).

### **Internal Quality Assurance (IQA)**

All centres delivering Open Awards provision must operate rigorous internal quality assurance systems. A centre must identify how they will internally quality assure and standardise their delivery and assessment before delivering a course.

### **External Quality Assurance (EQA)**

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

Please refer to Internal and External Quality Assurance within the Centre Handbook.

### **Standardisation**

Centres are required to contribute to national standardisation as requested by Open Awards. 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.

Further guidance on Quality Assurance and Standardisation please refer to the [Centre Handbook](#)

## **Recognition of Prior Learning and Achievement (RPL)**

RPL is a method of assessment 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. Evidence of learning must be sufficient, reliable and valid.

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' Lead Quality Reviewer for the centre.

For more information, please see our Recognition of Prior Learning Policy found on the Open Awards [portal](#).

## **Health and Safety**

It is recognised, that there is a high element of risk associated with independent travel training – teaching people with disabilities and/or learning difficulties to travel independently. The aim of this learning programme is to reduce that risk to the same level as anybody else travelling on their own. Centres are responsible for their own training delivery and risk assessment processes and evidence collection to comply with their internal policies. It is recommended that centres put in place training activity risk assessments and individual risk assessments for each learner to ensure the learners safety throughout the programme.



## Appendices and Links

| Appendix Name  |
|--|
| <a href="#">Centre Handbook</a>                          |
| <a href="#">Enquiries, Complaints and Appeals Policy</a> |
| <a href="#">Equality and Diversity Policy</a>            |
| <a href="#">Invoicing Policy</a>                         |
| <a href="#">Privacy Policy</a>                           |

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