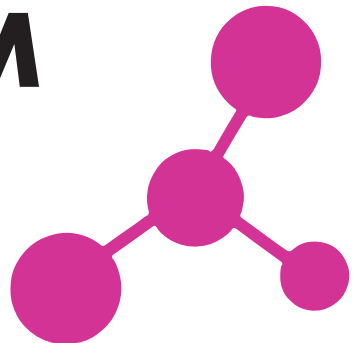




nurture  
TRAINING & DEVELOPMENT

**CURRICULUM  
OFFER**



## OUR MISSION

Our mission is to nurture people through education and training to transform lives.

## OUR VISION

Nurture Training and Development will assist people, organisations, and communities to grow by providing proactive training and development to those accessing our services.

## OUR PROMISES

All our employees are required to maintain Continuous Professional Development to ensure the currency of their occupational expertise.

Our employees have qualifications and experience in teaching, learning and assessment and proven subject specific knowledge and competence.

We will conduct market research to ensure we are providing knowledge and skills to meet the needs of employers and their employees.

We will provide high quality and current resources to ensure that learners achieve and reach their personal, academic, and professional aspirations.

We advocate high standards and offer an open-door policy to our learners.

We provide robust initial assessment, information advice and guidance to learners ensuring enrolment onto the right course from the start.

We will identify and make reasonable adjustments and special considerations.

We advocate a learner centred approach.

We are committed to supporting our communities.

We contribute to the Carbon Footprint Movement in a positive and supportive way.

## OUR ETHICS

At Nurture Training and Development, we believe that to thrive and reach potential, an environment must be open and transparent therefore we stand by our promise to offer an open-door policy for our stakeholders.

Our priority is to provide quality education and training for our learners, ensuring that everyone is given the support and encouragement they need to achieve their personal, academic, and professional goals.

Our values reflect our commitment to provide a caring and supportive environment for our learners. We believe in maintaining a culture based on work ethic, discipline, transparency and honesty.

As an organisation we expect the highest standards of work, behaviour and commitment from our learners and employees.

**Professional Qualifications**

**Management Qualifications**

**Business Administration Qualifications**

**Customer Service Qualifications**

**Health & Social Care Qualifications**

**Mental Health Qualifications**

**Residential Childcare Qualifications**

## OUR MISSION

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As an organisation we expect the highest standards of work, behaviour and commitment from our learners and employees.

**3-MONTH COURSE. 24 GUIDED LEARNING HOURS. 3 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The flexibility of the course allows you to learn at your own pace and is estimated to take up to 24 study hours to complete.

This qualification is intended for those who wish to gain an understanding of the principles and practices of assessment without any requirement to practice as an assessor.

The objective of the qualification is to support a role in the workplace, or to prepare learners to progress to a qualification in the same subject area but at a higher level or where more specific knowledge, skills and understanding is required.

**ENTRY REQUIREMENTS**

Highfield recommends that any person enrolling must hold a level 2 qualification.

**UNIT(S) INCLUDE**

Understanding the principles and practices of assessment

**HOW YOU WILL BE ASSESSED**

You will complete a written assignment.

**FOR THIS COST YOU WILL GET**

Induction & enrolment

Subject specialist tutor

OneFile eportfolio

Tutorials

Quality Resources

Full support and guidance throughout tailored to your demand including any reasonable adjustments

Accredited certificate with Highfield

**PROGRESSION OPPORTUNITIES**

Level 3 Certificate in Assessing Vocational Achievement

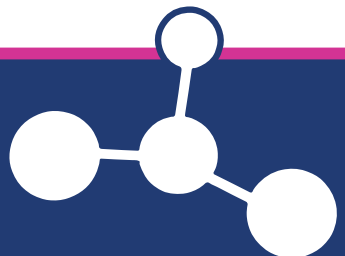
Level 3 Award in Education and Training

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**6 MONTH COURSE. 84 GUIDED LEARNING HOURS. 15 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The flexibility of the course allows you to learn at your own pace and is estimated to take up to 84 study hours to complete.

This qualification is intended for those who assess both occupational competence in the work environment and vocational skills, knowledge and understanding in a workshop, classroom, or other training environment other than assessing competence in a work environment. The objective of the qualification is to support a role in the workplace.

**ENTRY REQUIREMENTS**

19+

Highfield recommends that any person enrolling must hold a level 2 qualification.

**UNITS COVERED INCLUDE**

Understand the principles and practices of assessment.

Assess occupational competence in the workplace.

Assess vocational skills, knowledge and understanding.

**HOW YOU WILL BE ASSESSED**

You will be required to complete assignments, continuous professional development records and workplace observations. You will also use workplace evidence and Witness Testimony to support assessment. You will collect a portfolio of evidence.

**FOR THIS COST YOU WILL GET**

Induction & enrolment.

Subject specialist tutor.

OneFile eportfolio.

Tutorials.

Quality Resources.

Full support and guidance throughout tailored to your demand including any reasonable adjustments.

Accredited certificate with Highfield.

**PROGRESSION OPPORTUNITIES**

Level 3 Award in Education and Training.

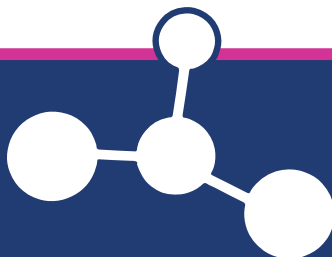
Level 4 Highfield Certificate in Leading the Internal Quality Assurance of Assessment Processes and practices.

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**COMBINED GUIDED LEARNING HOURS GLH = 156**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

**ENTRY REQUIREMENTS**

19+. Must hold prior level 2 qualifications. Highfield Level 3 Award in Education and Training AET. This qualification is aimed at those already in training or wanting to move into training. 72 Guided Learning Hours (GLH). By the end of this award, you will be able to prepare, plan and teach in front of a group or in one-to-one tutorials.

**THE COURSE CONSISTS OF 12 CREDITS; 3 CREDITS OF WHICH IS A MANDATORY UNIT**

Understanding roles, responsibilities and relationships in education and training (3 credits). The other 9 credits are evaluated to suit your role and responsibilities. An expert tutor will be assigned to you with quality resources you will be expected to complete assignments and plan & carry out a microteach that will be observed.

**Certificate in Assessing Vocational Achievement CAVA**

The flexibility of the course allows you to learn at your own pace and is estimated to take up to 84 study hours to complete. This qualification is intended for those who assess both occupational competence in the work environment and vocational skills, knowledge and understanding in a workshop, classroom or other training environment other than assessing competence in a work environment. The objective of the qualification is to support a role in the workplace.

**HOW YOU WILL BE ASSESSED**

CAVA - You will be required to complete assignments, continuous professional development records and workplace observations. You will also use workplace evidence and Witness Testimony to support assessment.

AET - An expert tutor will be assigned to you with quality resources, you will be expected to complete assignments and demonstrate the ability to facilitate learning. Plan & carry out a micro-teach that will be observed (where a learning and development unit has been selected)

**UNITS COVERED INCLUDE**

Understand the principles and practices of assessment.  
Assess occupational competence in the workplace.  
Assess vocational skills, knowledge and understanding.

**FOR THIS COST YOU WILL GET**

Induction & enrolment.  
Subject specialist tutor.  
OneFile eportfolio.  
Zoom support meetings.  
Quality Resources.  
Full support and guidance throughout tailored to your demand including any reasonable adjustments.

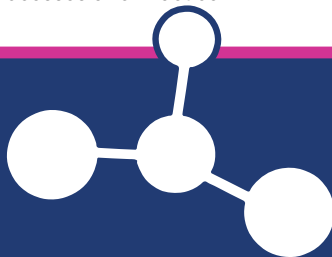
**PROGRESSION OPPORTUNITIES**

Level 4 Award in Understanding the Internal Quality Assurance Processes and Practice.  
Level 4 Leading the Internal Quality Assurance of Assessment Processes and Practice.

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### **3 MONTH COURSE, 48 GUIDED LEARNING HOURS, 12 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

This qualification is aimed at those already in training or wanting to move into training.

### **ENTRY REQUIREMENTS**

Learners must be 19 years of age.

The Award in Education and Training has no entry requirement, however, an initial assessment in math, English and ICT must be conducted, and a development plan placed where required. By the end of this award, you will understand the role and responsibility of the teacher, be able to prepare, plan and teach in front of a group or in one-to-one tutorials. You will also understand the principles of assessment.

### **THE COURSE CONSISTS OF 12 CREDITS; 3 CREDITS OF THOSE CREDITS IS A MANDATORY UNIT**

Understanding roles, responsibilities and relationships in education and training (3 credits)

The other 9 credits are evaluated to suit your role and responsibilities.

### **HOW YOU WILL BE ASSESSED**

An expert tutor will be assigned to you with quality resources you, will be expected to complete assignments and demonstrate the ability to facilitate learning. Plan & carry out a micro-teach that will be observed (where a learning and development unit has been selected).

You will collect a portfolio of evidence.

### **FOR THIS COST YOU WILL GET**

Induction & enrolment.

Subject specialist tutor.

OneFile eportfolio.

Zoom support meetings.

Quality Resources.

Full support and guidance throughout tailored to your demand including any reasonable adjustments.

Accredited certificate with Highfield.

### **PROGRESSION OPPORTUNITIES**

Level 3 Certificate in Assessing Vocational Achievement - CAVA.

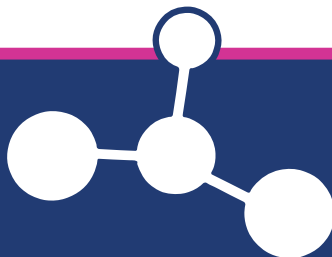
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## **1 MONTH COURSE, 24 GUIDED LEARNING HOURS, 6 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The training is aimed at helping you understand the practices & processes required to be effective & compliant within End Point Assessment (EPA) requirements.

## **ENTRY REQUIREMENTS**

18+. Undertake End Point Assessment requires that any professional must have experience and competence within the sector they will conduct end point assessment within. Must understand EPA & proven Continuous Professional Development.

By the end of this qualification you will be able to:

1. Understand the principles and practices of end-point assessment as part of an apprenticeship standard.
2. Understand different types and methods of end-point assessment.
3. Know how to plan end-point assessments in line with the apprenticeship standard and assessment plan.
4. Be able to make end-point assessment decisions.
5. Understand quality assurance of the end-point assessment process.

## **HOW YOU WILL BE ASSESSED**

You will be required to complete assignments, continuous professional development records and a practical observation that relates to standards. You will collect a portfolio of evidence.

## **FOR THIS COST YOU WILL GET**

Induction & enrolment.

Subject specialist tutor.

Paper portfolio.

Tutorials.

Quality Resources.

Full support and guidance throughout tailored to your demand including any reasonable adjustments.

Accredited certificate with Highfield.

## **PROGRESSION OPPORTUNITIES**

Level 3 Certificate in Assessing Vocational Achievement.

Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice.

## **CAREER DEVELOPMENT OPPORTUNITY**

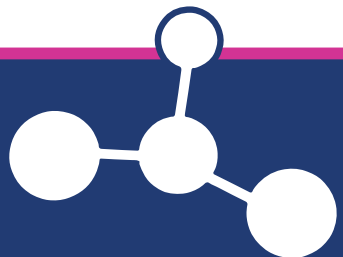
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**6 MONTH COURSE, 120 GUIDED LEARNING HOURS, 12 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The purpose of this qualification is to provide the learner with the knowledge of the principles and practices of internally assuring the quality of assessment.

**ENTRY REQUIREMENTS**

19+

Highfield recommends that any professional must hold CAVA, A1, D32/D33 & proven Continuous Professional Development

**TWO MANDATORY UNITS**

Unit 1 understanding the principles and practices of internally assuring the quality of assessment.

Unit 2 Internally assure the quality of assessment.

**HOW YOU WILL BE ASSESSED**

You will complete a written assignment and use workplace evidence to support assessment and observation.

**FOR THIS COST YOU WILL GET**

Induction & enrolment.

Subject specialist tutor.

OneFile eportfolio.

Tutorials.

Quality Resources.

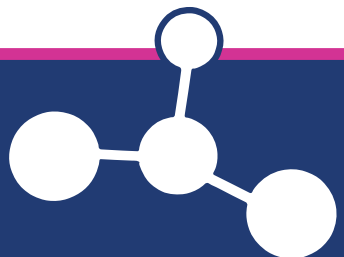
Full support and guidance throughout tailored to your demand including any reasonable adjustments

Accredited certificate with Highfield

**PROGRESSION OPPORTUNITIES**

Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes & Practice.

Level 4 Award in Understanding the External Quality Assurance of Assessment Processes & Practice.



**1 MONTH COURSE. 45 GUIDED LEARNING HOURS. 6 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The purpose of this qualification is to provide the learner with the knowledge of the principles and practices of internally assuring the quality of assessment.

**ENTRY REQUIREMENTS**

19+

Highfield recommends that any professional must hold CAVA, A1, D32/D33 & proven Continuous Professional Development.

**YOU WILL COMPLETE 1 MANDATORY UNIT**

Understanding the principles and practices of internally assuring the quality of assessment.

**HOW YOU WILL BE ASSESSED**

You will complete a written assignment.

**FOR THIS COST YOU WILL GET**

Induction & enrolment.

Subject specialist tutor.

OneFile eportfolio.

Tutorials.

Quality Resources.

Full support and guidance throughout tailored to your demand including any reasonable adjustments.

Accredited certificate with Highfield.

**PROGRESSION OPPORTUNITIES**

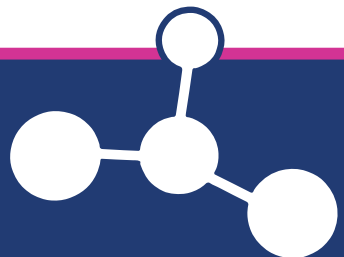
Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice.  
Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice.

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**3 MONTH COURSE, 45 GUIDED LEARNING HOURS, 6 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The purpose of this qualification is to provide professionals with the knowledge of the principles and practices of externally assuring the quality of assessment.

The qualification is intended for those who maintain the quality of assessment outside of an organisation or assessment centre. The qualification supports a workplace role.

**ENTRY REQUIREMENTS**

19+

Learners must hold one of the following prior learning certificates:

- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes & Practice
- Level 4 Award in Conducting Internal Quality Assurance of the Assessment Process V 1
- Internally Verify the Assessment Process D34

Additionally, learners must be able to evidence their working relationship with an awarding organisation.

**YOU WILL COMPLETE 1 MANDATORY UNIT**

Understanding the principles and practices of externally assuring the quality of assessment.

**HOW YOU WILL BE ASSESSED**

You will complete a written assignment.

**FOR THIS COST YOU WILL GET**

Induction & enrolment.

Subject specialist tutor.

OneFile eportfolio.

Tutorials.

Quality Resources.

Full support and guidance throughout tailored to your demand including any reasonable adjustments

Accredited certificate with Highfield.

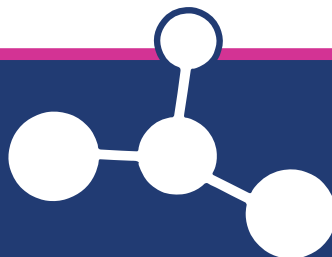
**PROGRESSION OPPORTUNITIES**

Level 5 Operations or Departmental Managers.

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**6-MONTH COURSE. 115 GUIDED LEARNING HOURS. 17 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available. This qualification will provide learners with the understanding and competences of leading the principles and practices of internal quality assurance.

The objective of the qualification is to support a role in the workplace, or to prepare learners to progress to a qualification in the same subject area but at a higher level or where more specific knowledge, skills and understanding is required.

**ENTRY REQUIREMENTS**

19+

It is recommended that learners hold one of the following qualifications prior to enrolling - Level 3 Award in Assessing Competence in the Work Environment

- Level 3 Certificate in Assessing Vocational Achievement
- A1 Assess candidate performance using a range of methods
- D32/D33 assess candidates' performance/assess candidates using a different range of methods

**THERE ARE THREE UNITS AT LEVEL 4, 1 KNOWLEDGE UNIT & 2 COMPETENCE UNITS.**

Knowledge Unit 1: Understanding the Principles & Principles of Internally Assuring the Quality of Assessment (6 credits)

Competence Unit 2: Internally Assure the Quality of Assessment (6 credits)

Competence Unit 3: Plan, Allocate & Monitor work in Own Area of Responsibility (5 credits)

**HOW YOU WILL BE ASSESSED**

You will be required to complete assignments, continuous professional development records and workplace observations.

You will also use workplace evidence and Witness Testimony to support assessment.

You will collect a portfolio of evidence.

**FOR THIS COST YOU WILL GET**

Induction & enrolment

Subject specialist tutor

OneFile eportfolio

Tutorials

Quality Resources

Full support and guidance throughout tailored to your demand including any reasonable adjustments

Accredited certificate with Highfield

**PROGRESSION OPPORTUNITIES**

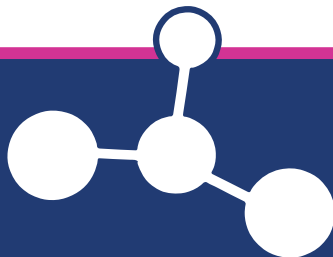
Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice

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**12 MONTH COURSE, 228 GUIDED LEARNING HOURS (GLH), 40 CREDITS.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The flexibility of the course allows you to learn at your own pace and is estimated to take up to 233 study hours to complete.

This qualification provides the underpinning knowledge required by employees who work in a first line management roles.

**ENTRY REQUIREMENTS**

Must be 16 years of age or above. Have a basic level of literacy and numeracy.

**UNITS COVERED INCLUDE 12 MANDATORY UNITS**

Leading people.  
Managing people.  
Building relationships.  
Communication.  
Operational Management.  
Project Management.  
Finance.  
Awareness of self.  
Management of self.  
Decision making.  
Behaviours of a team leader or supervisor.  
Maintaining continuous professional development.

**HOW YOU WILL BE ASSESSED**

You will be required to complete assignments and workplace observations.  
You will also use workplace evidence and Witness Testimony to support assessment.  
You will collect a portfolio of evidence.

**FOR THIS COST YOU WILL GET**

Induction & enrolment.  
Subject specialist tutor.  
OneFile eportfolio.  
Tutorials.  
Quality Resources.  
Full support and guidance throughout tailored to your demand including any reasonable adjustments.  
Accredited certificate with Highfield.

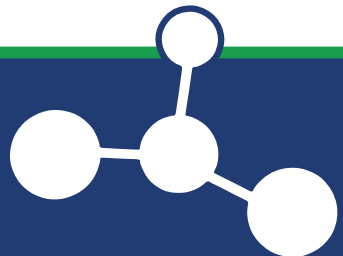
**PROGRESSION OPPORTUNITIES**

Level 5 Diploma in Operations or Departmental Managers

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**12 MONTH COURSE, 284 GUIDED LEARNING HOURS, 55 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The flexibility of the course allows you to learn at your own pace and is estimated to take 12 months, however, can take longer.

The aim of this qualification is to support a role in the workplace. This qualification is aimed at learners working in a senior business administration role.

**ENTRY REQUIREMENTS**

This qualification is approved for delivery to learners aged 16+  
Must be in a management role.

**THERE IS 5 MANDATORY UNITS TOTALLING 31 CREDITS.**

Units covered include:

- Manage personal and professional development.
- Manage team performance.
- Principles of leadership and management.
- Principles of people management.
- Principles of business.

A further 24 optional credits will be selected and tailored to your role.

**HOW YOU WILL BE ASSESSED**

You will be required to complete assignments, continuous professional development records and workplace observations.

You will also use workplace evidence and Witness Testimony to support assessment.

You will collect a portfolio of evidence.

**FOR THIS COST YOU WILL GET**

Induction & enrolment.

Subject specialist tutor.

OneFile eportfolio.

Tutorials.

Quality Resources.

Full support and guidance throughout tailored to your demand including any reasonable adjustments.

Accredited certificate with Highfield.

**PROGRESSION OPPORTUNITIES**

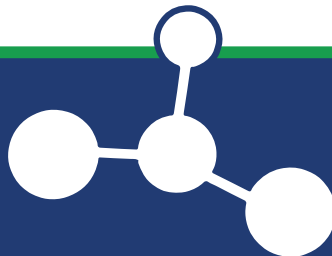
Level 5 Operations or Departmental Manager

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**12-MONTH COURSE. 201 GUIDED LEARNING HOURS. 42 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The purpose of this qualification is to support a role in the workplace, providing learners with the opportunity to develop their knowledge and competencies in operations and departmental management functions.

**ENTRY REQUIREMENTS**

18+

It is advised you are in a management role or a suitable environment where the units can be assessed.

**THERE ARE 7 MANDATORY UNITS THAT MUST BE COMPLETED TO GAIN THIS QUALIFICATION.**

Units include:

Operational planning and management

Managing teams

Communication Skills

Personal and professional development

Planning a project proposal

Delivery of a project proposal

Project proposal output

The 7 mandatory units complete this qualification.

**HOW YOU WILL BE ASSESSED**

You will be required to complete assignments, reports, projects, a reflective account and workplace observations.

You can also use workplace evidence and Witness Testimony to support assessment.

You will collect a portfolio of evidence.

**FOR THIS COST YOU WILL GET**

Induction & enrolment

Subject specialist tutor

OneFile eportfolio

Tutorials

Quality Resources

Full support and guidance throughout tailored to your demand including any reasonable adjustments

Accredited certificate with Highfield

**PROGRESSION OPPORTUNITIES**

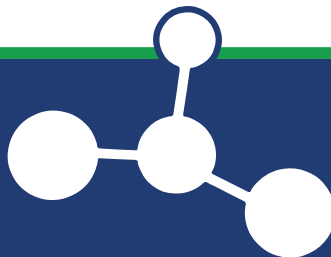
Level 3 Diploma in Team Leading & Supervision

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**12 MONTH COURSE, 229 GUIDED LEARNING HOURS, 45 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The flexibility of the course allows you to learn at your own pace and is estimated to take 12 months, however, can take longer.

The aim of this qualification is to support a role in the workplace. This qualification is aimed at learners working in an administration role who wish to extend their knowledge and skills in a variety of work environments and sectors.

**ENTRY REQUIREMENTS**

This qualification is approved for delivery to learners aged 16+. Must be in an administration role.

**THERE IS 21 CREDITS THAT MAKE UP THE 6 MANDATORY UNITS.**

Units covered include:

- Communicate in a business environment.
- Principles of providing administrative services.
- Principles of business document production and information management.
- Understand employer organisations.
- Manage personal performance and development.
- Develop working relationships with colleagues.

A further 14 credits will be selected and tailored to your role.

**HOW YOU WILL BE ASSESSED**

You will be required to complete assignments, continuous professional development records and workplace observations.

You will also use workplace evidence and Witness Testimony to support assessment.

You will collect a portfolio of evidence.

**FOR THIS COST YOU WILL GET**

- Induction & enrolment.
- Subject specialist tutor.
- OneFile eportfolio.
- Tutorials.
- Quality Resources.
- Full support and guidance throughout tailored to your demand including any reasonable adjustments.
- Accredited certificate with Highfield.

**PROGRESSION OPPORTUNITIES**

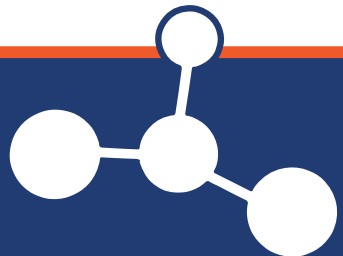
Level 3 Diploma in Business Administration.

Level 3 Diploma in Management.

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**12 MONTH COURSE, 282 GUIDED LEARNING HOURS, 58 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The flexibility of the course allows you to learn at your own pace and is estimated to take 12 months, however, can take longer.

The aim of this qualification is to support a role in the workplace. This qualification is aimed at learners working in a senior business administration role.

**ENTRY REQUIREMENTS**

This qualification is approved for delivery to learners aged 16+.  
Must be in an administration role.

**THERE IS 5 MANDATORY UNITS.**

Units covered include:  
Communicate in a business environment.  
Manage personal and professional development.  
Principles of business communication and information.  
Principles of administration.  
Principles of business.

A further 13 credits will be selected and tailored to your role.

**HOW YOU WILL BE ASSESSED**

You will be required to complete assignments, continuous professional development records and workplace observations.

You will also use workplace evidence and Witness Testimony to support assessment.  
You will collect a portfolio of evidence.

**FOR THIS COST YOU WILL GET**

Induction & enrolment.  
Subject specialist tutor.  
OneFile eportfolio.  
Tutorials.  
Quality Resources.  
Full support and guidance throughout tailored to your demand including any reasonable adjustments.  
Accredited certificate with Highfield.

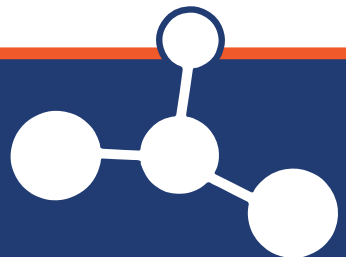
**PROGRESSION OPPORTUNITIES**

Level 3 Diploma in Management.

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## **6 MONTH COURSE, 115 GUIDED LEARNING HOURS, 13 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The flexibility of the course allows you to learn at your own pace and is estimated to take up to 115 study hours to complete.

This qualification provides the underpinning knowledge required by employees to work in a range of customer service roles.

### **ENTRY REQUIREMENTS**

Prerequisite must be 16 years or above.

### **ADVISED THAT LEARNERS HAVE LEVEL 1 ENGLISH.**

Units covered include:

Delivery of Effective Customer Service.

Supporting the customer service environment.

### **HOW YOU WILL BE ASSESSED**

You will complete written assignments.

You will complete the course on an interactive, online learning platform and upon successful completion you will be awarded with a nationally recognised qualification and a certificate of achievement by Highfield.

This course provides fantastic progression on to further distance learning courses depending on your career aims, such as the level 2 Certificate in Team Leading qualification or Highfield Level 3 Diploma in Management.

### **FOR THIS COST YOU WILL GET**

Induction & enrolment.

Subject specialist tutor.

OneFile eportfolio.

Tutorials.

Quality Resources.

Full support and guidance throughout tailored to your demand including any reasonable adjustments.

Accredited certificate with Highfield.

### **PROGRESSION OPPORTUNITIES**

Level 3 Certificate in Customer Service.

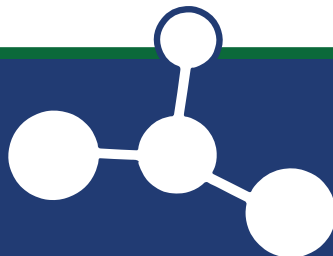
Level 3 Diploma in Management.

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**6 MONTH COURSE, 105 GUIDED LEARNING HOURS, 13 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The flexibility of the course allows you to learn at your own pace and is estimated to take up to 130 study hours to complete.

This qualification provides the underpinning knowledge required by employees to work in a range of customer service roles.

**ENTRY REQUIREMENTS**

Prerequisite, must be 16 years or above.

**ADVISED THAT LEARNERS HAVE LEVEL 2 ENGLISH**

Units covered include:

Principles of customer service delivery.

Developing and improving the customer service process.

**HOW YOU WILL BE ASSESSED**

You will complete written assignments.

You will complete the course on an interactive, online learning platform and upon successful completion you will be awarded with a nationally recognised qualification and a certificate of achievement by Highfield.

This course provides fantastic progression on to further distance learning courses depending on your career aims, such as Highfield Level 3 Diploma in Team Leading or Highfield Level 3 Diploma in Management.

**FOR THIS COST YOU WILL GET**

Induction & enrolment.

Subject specialist tutor.

OneFile eportfolio.

Tutorials.

Quality Resources.

Full support and guidance throughout tailored to your demand including any reasonable adjustments.

Accredited certificate with Highfield.

**PROGRESSION OPPORTUNITIES**

Highfield Level 3 Diploma for Team Leading and Supervision.

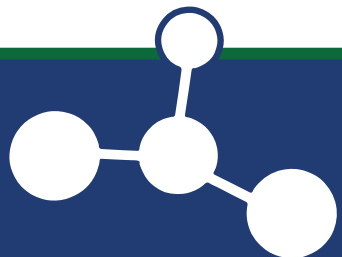
Highfield Level 3 Diploma in Management.

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## **1 MONTH COURSE, 72 GUIDED LEARNING HOURS, 8 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The purpose of this qualification is to support or to prepare learners for employment in adult social caring roles for those with dementia in England.

## **ENTRY REQUIREMENTS**

16+

There are no entry requirements, although it is advised you are in a health and social care setting or in a caring position.

## **4 MANDATORY UNITS**

Dementia Awareness.

Person Centred approach to the care and support of individuals with dementia.

Understand the factors that can influence communication and interaction with individuals who have dementia.

Understand equality, diversity, and inclusion in dementia care.

## **HOW YOU WILL BE ASSESSED**

You will complete a written assignment at the end of each unit.

## **FOR THIS COST YOU WILL GET**

Induction & enrolment.

Subject specialist tutor.

Paper portfolio.

Tutorials.

Quality Resources.

Full support and guidance throughout tailored to your demand including any reasonable adjustments.

Accredited certificate with Highfield.

## **PROGRESSION OPPORTUNITIES**

Level 2 Certificate in Preparing to Work in Adult Social Care.

Level 2 Diploma in Care.

Level 3 Certificate in Preparing to Work in Adult Social Care.

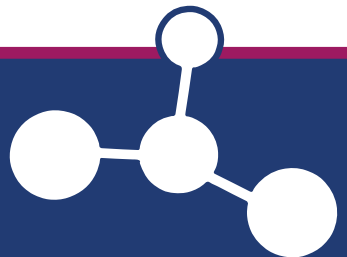
Level 3 Diploma in Adult Care.

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**6 MONTH COURSE, 179 GUIDED LEARNING HOURS, 20 CREDITS ON COMPLETION**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The flexibility of the course allows you to learn at your own pace and is estimated to take up to 179 study hours to complete.

This qualification provides the underpinning knowledge required by employees to work in health and social care roles.

**ENTRY REQUIREMENTS**

14+

There are no prerequisites for this qualification. It is advised learners have a level 1 in numeracy and literacy.

**UNITS COVERED INCLUDE**

Communication.  
Equality, diversity and inclusion.  
personal development.  
Role of the social care worker.  
Handling information.  
Health and safety.  
Safeguarding.  
Duty of care.  
Person centred approaches.

**HOW YOU WILL BE ASSESSED**

You will complete written assignments at the end of each unit.

**FOR THIS COST YOU WILL GET**

Induction & enrolment.  
Subject specialist tutor.  
OneFile eportfolio.  
Tutorials.  
Quality Resources.  
Full support and guidance throughout tailored to your demand including any reasonable adjustments.  
Accredited certificate with Highfield.

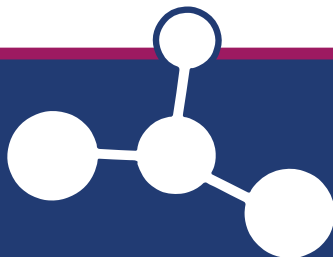
**PROGRESSION OPPORTUNITIES**

Level 2 Diploma in Adult Social Care.  
Level 3 Diploma in Adult Social Care.

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**12-MONTH COURSE. 308 GUIDED LEARNING HOURS. 46 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The flexibility of the course allows you to learn at your own pace and is estimated to take up to 308 study hours to complete.

This qualification provides the underpinning knowledge required by employees to work in health and social care roles.

**ENTRY REQUIREMENTS**

This qualification is approved for delivery to learners aged 16+  
It is advised that learners have a minimum of level 1 in literacy or numeracy or equivalent.

**UNITS INCLUDE**

There is 9 mandatory units totalling 24 credits.

- Communication
- Equality, diversity and inclusion
- personal development
- Role of the social care worker
- Handling information
- Health and safety
- Safeguarding
- Duty of care
- Person centred approaches

A further 22 credits will be selected and tailored to your role.

**HOW YOU WILL BE ASSESSED**

You will be required to complete assignments, continuous professional development records and workplace observations. You will also use workplace evidence and Witness Testimony to support assessment. You will collect a portfolio of evidence.

**FOR THIS COST YOU WILL GET**

- Induction & enrolment
- Subject specialist tutor
- OneFile eportfolio
- Tutorials
- Quality Resources
- Full support and guidance throughout tailored to your demand including any reasonable adjustments
- Accredited certificate with Highfield

**PROGRESSION OPPORTUNITIES**

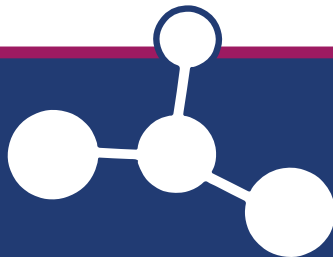
- Level 3 Diploma in Adult Care.
- Level 3 Diploma for Residential Childcare.

**There is funding available for this course.  
Email [drichards@nurturetraining.org](mailto:drichards@nurturetraining.org) to check eligibility.**

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**6 MONTH COURSE, 190 GUIDED LEARNING HOURS, 21 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The flexibility of the course allows you to learn at your own pace and is estimated to take up to 190 study hours to complete.

This qualification provides the underpinning knowledge required by employees to work in health and social care roles.

**ENTRY REQUIREMENTS**

Age 16+

It is advised that learners have a minimum of level 1 in literacy or numeracy or equivalent.

**UNITS COVERED INCLUDE**

Communication.  
Equality, diversity and inclusion.  
Personal development.  
Role of the social care worker.  
Handling information.  
Health and safety.  
Safeguarding.  
Duty of care.  
Person centred approaches.

**HOW YOU WILL BE ASSESSED**

You will complete a written assignment at the end of each unit.

**FOR THIS COST YOU WILL GET**

Induction & enrolment.  
Subject specialist tutor.  
OneFile eportfolio.  
Tutorials.  
Quality Resources.  
Full support and guidance throughout tailored to your demand including any reasonable adjustments.  
Accredited certificate with Highfield.

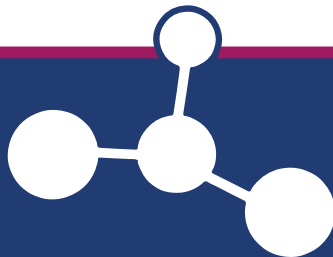
**PROGRESSION OPPORTUNITIES**

Level 3 Diploma in Adult Social Care.  
Level 3 Diploma for Residential Childcare.

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### **12-MONTH COURSE. 389 GUIDED LEARNING HOURS. 58 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The flexibility of the course allows you to learn at your own pace and is estimated to take up to 341 study hours to complete.

This qualification provides the underpinning knowledge required by employees to work in lead health and social care roles.

### **ENTRY REQUIREMENTS**

This qualification is approved for delivery to learners aged 16+

There are no prerequisites for this qualification, however it is advised that learners have a minimum of Level 2 in literacy or numeracy or equivalent.

### **UNITS INCLUDE**

There is 15 mandatory units totaling 39 credits.

- Promoting Effective Communication in Care Settings
  - Effective Handling of Information in Care Settings
  - Continuing Professional Development (CPD) in Care Settings
  - Promoting Personal Wellbeing
  - Promoting Person-Centred Practice in Care Settings
  - Promoting Choice and Independence in Care Settings
  - Promoting Individuals' Health and Wellbeing in Care Settings
  - Promoting Equality, Diversity, Inclusion and Human Rights in Care Settings
  - Promoting General Health and Safety in Care Settings
  - Promoting Specialised Health and Safety in Care Settings
  - Promoting Infection Prevention and Control in Care Settings
  - Care Worker Responsibilities and Ways of Working
  - The Principles of Duty of Care in Care Settings
  - The Principles of Safeguarding and Protection in Care Settings
  - The Principles of Mental Capacity and Restrictive Practice in Care Settings
- A further 19 credits will be selected and tailored to your role.

### **HOW YOU WILL BE ASSESSED**

You will be required to complete assignments, continuous professional development records and workplace observations. You will also use workplace evidence and Witness Testimony to support assessment. You will collect a portfolio of evidence.

### **FOR THIS COST YOU WILL GET**

- Induction & enrolment
- Subject specialist tutor
- OneFile eportfolio
- Tutorials
- Quality Resources
- Full support and guidance throughout tailored to your demand including any reasonable adjustments
- Accredited certificate with Highfield

### **PROGRESSION OPPORTUNITIES**

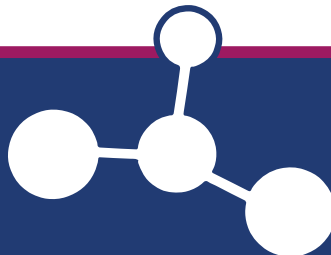
- Level 4 Diploma in Care
- Level 5 Diploma in Leadership and Management for Adult Care

**There is funding available for this course.**  
**Email [drichards@nurturetraining.org](mailto:drichards@nurturetraining.org) to check eligibility.**

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**12/18-month course. 582 Guided Learning Hours. 80 credits.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The qualification aims to develop learners' skills and knowledge in leadership and management to ensure that services can respond fully to the needs and aspirations of those that use their provision.

The qualification develops leadership skills, innovation and entrepreneurial skills, the importance of embedding robust values and commitment to partnership working.

**ENTRY REQUIREMENTS**

It is advised that you work within a management and leadership role. Level 5 Diploma in Leadership and Management for Adult Care has 20 mandatory units that must be completed to gain this qualification:

**UNITS INCLUDE**

- |  |  |
|--|--|
| Principles of Leadership and Management in Adult Care  | Supervision and Performance Management in Adult Care |
| Team Leadership in Adult Care                          | Principles of Resource Management in Adult Care      |
| Principles of Governance in Adult Care                 | Safeguarding and Protection in Adult Care            |
| Principles of Regulatory Processes in Adult Care       | Health and Safety in Adult Care                      |
| Communication and Information Management in Adult Care | Risk taking and risk management in Adult Care        |
| Partnership Working in Adult Care                      | Managing Concerns and Complaints in Adult Care       |
| Outcome based person centred practice in Adult Care    | Decision making in Adult Care                        |
| Equality, Diversity, and Inclusion in Adult Care       | Entrepreneurial skills in Adult Care                 |
| Continuous Improvement in Adult Care                   | Principles of Innovation and change in Adult Care    |
| Principles of Professional Development in Adult Care   |  |
- There is also up to 5 optional units that will be selected at induction once your role and responsibilities has been analysed, we then tailor the optional units that will best suit your role and your organisational requirements.

**HOW YOU WILL BE ASSESSED**

You will be required to complete assignments, continuous professional development records and workplace observations. You will also use workplace evidence and Witness Testimony to support assessment. You will collect a portfolio of evidence. Due to the higher-level expectations and demands of study it is suggested that this qualification take 12 - 18 months to complete.

**FOR THIS COST YOU WILL GET**

- Induction & enrolment
- Subject specialist tutor
- OneFile eportfolio
- Tutorials
- Quality Resources
- Full support and guidance throughout tailored to your demand including any reasonable adjustments
- Accredited certificate with Highfield

**PROGRESSION OPPORTUNITIES**

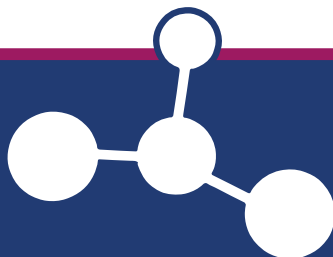
Level 5 Diploma in Operations or Departmental Managers

**There is funding available for this course.**  
**Email [drichards@nurturetraining.org](mailto:drichards@nurturetraining.org) to check eligibility.**

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**18 MONTH COURSE, 586 GUIDED LEARNING HOURS, 90 CREDITS.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available. Level 5 Diploma in Leadership for Health and Social Care and Children and Young Peoples Services (Adults Advanced Practice) has six pathways dependent on role and provision in which you work.

- |   |                                   |
|---|-----------------------------------|
| 1. Children and Young People's Residential Management * | 4. Adults' Residential Management |
| 2. Children and Young People's Management               | 5. Adults' Management             |
| 3. Children and Young People's Advanced Practice        | 6. Adults' Advanced Practice      |

**ENTRY REQUIREMENTS**

Must be employed within a suitable role.

**STUDY DETAILS:**

Level 5 Diploma in Leadership for Health and Social Care and Children and Young Peoples Services (Adults Advanced Practice) has 6 mandatory units that must be completed to gain this qualification:

**UNITS INCLUDE**

Use and develop systems that promote communication  
Promote professional development  
Champion equality, diversity and inclusion  
Develop health and safety and risk management policies, procedures and practices in health and social care or children and young people's settings  
Work in partnership in health and social care or children and young people's settings  
Undertake a research project within service for health and social care or children and young people.  
There is also up to 5 optional units that will be selected at induction once your role and responsibilities has been analysed, we then tailor the optional units that will best suit your role and your organisational requirements.

**HOW YOU WILL BE ASSESSED**

You will be required to complete assignments, undertake a research project, continuous professional development records and workplace observations. You will also use workplace evidence and Witness Testimony to support assessment. You will collect a portfolio of evidence. Due to the higher-level expectations and demands of study it is suggested that this qualification take 18 months to complete.

**FOR THIS COST YOU WILL GET**

Induction & enrolment  
Subject specialist tutor  
OneFile eportfolio  
Tutorials  
Quality Resources  
Full support and guidance throughout tailored to your demand including any reasonable adjustments  
Accredited certificate with Highfield

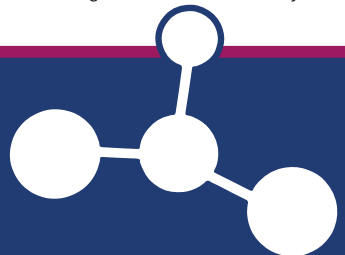
**PROGRESSION OPPORTUNITY**

Learners who successfully complete this qualification may progress to further or higher education to study towards a degree in their chosen subject specialism.

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**3 MONTH COURSE, 12 GUIDED LEARNING HOURS, 2 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The flexibility of the course allows you to learn at your own pace and is estimated to take up to 15 study hours to complete.

The objective of this qualification is to support a role in the workplace and/or give learners a personal growth and engagement in learning, specifically in relation to understanding the principles of first aid for mental health.

**ENTRY REQUIREMENTS**

This qualification is approved for delivery to learners aged 16 and above.  
It is advised that learners have a minimum of level 1 in literacy and/or numeracy or equivalent.

**UNITS INCLUDE**

Introduction to mental health, mental illness and wellbeing.  
Introduction to first aid for mental health.

**HOW YOU WILL BE ASSESSED**

You will complete a written assignment at the end of each unit.  
Learners must also complete 2 multiple choice exams passing with a minimum of 60% on both papers.  
The qualification is pass/fail.

**FOR THIS COST YOU WILL GET**

Induction & enrolment.  
Subject specialist tutor.  
Paper portfolio.  
Tutorials.  
Quality Resources.  
Full support and guidance throughout tailored to your demand including any reasonable adjustments.  
2x Multiple Choice Exam.  
Mental Health First Aid Toolkits.  
Accredited certificate with Highfield.

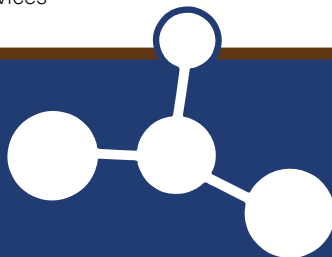
**PROGRESSION OPPORTUNITIES**

Mental Health Awareness.  
Level 2 Diploma in Adult Care.  
Level 3 Diploma In Adult Care.  
Level 3 Diploma for Residential Childcare and Young People Services

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**1 MONTH COURSE. 4 GUIDED LEARNING HOURS. 1 CREDIT ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The flexibility of the course allows you to learn at your own pace and is estimated to take up to 5 study hours to complete.

The objective of this qualification is to prepare learners to progress to a qualification in another subject area and/or to give learners personal growth and engagement in learning, specifically in relation to understanding the basic principle of mental health.

**ENTRY REQUIREMENTS**

This qualification is approved for delivery to learners aged 14 and above. It is advised that learners have a minimum of level 1 in literacy and/or numeracy or equivalent.

**UNITS INCLUDE**

Introduction to mental health, mental illness and wellbeing.

**HOW YOU WILL BE ASSESSED**

You will complete a written assignment at the end of the unit. Learners must also complete 1 multiple choice exam passing with a minimum of 60% with multiple choice exam to demonstrate knowledge and understanding.

The qualification is pass/fail.

**FOR THIS COST YOU WILL GET**

Induction & enrolment.  
Subject specialist tutor.  
Paper portfolio.  
Tutorials.  
Quality Resources.  
Full support and guidance throughout tailored to your demand including any reasonable adjustments.  
1x Multiple Choice Exam.  
Mental Health First Aid Toolkits.  
Accredited certificate with Highfield.

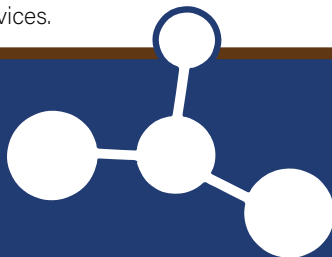
**PROGRESSION OPPORTUNITIES**

Level 2 Diploma in Adult Social Care.  
Level 3 Diploma in Adult Social Care.  
Level 3 Diploma for Residential Childcare and Young People Services.

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**12 MONTH COURSE, 466 GUIDED LEARNING HOURS, 61 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The flexibility of the course allows you to learn at your own pace and is estimated to take up to 466 study hours to complete.

This qualification provides the underpinning knowledge required by employees to work in residential support roles.

**ENTRY REQUIREMENTS**

Learners are required to be 18+

**UNITS INCLUDE**

1. Understand the development of children and young people in residential childcare.
  2. Understand how to safeguard and protect children and young people in residential childcare.
  3. Understand how to support children and young people who have experienced abuse.
  4. Promote effective communication and information handling in residential childcare.
  5. Support risk management in residential childcare.
  6. Support group living in residential childcare.
  7. Understand how to support positive outcomes for children and young people in residential childcare.
  8. Support attachment and positive relationships for children and young people in residential childcare.
  9. Support the well-being and resilience of children and young people in residential childcare.
  10. Support children and young people in residential childcare to manage their health.
  11. Support the rights, diversity and equality of children and young people in residential childcare.
  12. Participate in teams to benefit children and young people in residential childcare.
  13. Support the development of socially aware behaviour with children and young people in residential childcare.
  14. Engage in professional development in residential childcare.
  15. Support children and young people in residential childcare to reach their learning potential
  16. Assessment and planning with children and young people in residential childcare.
- There is also additional optional units that will be tailored to your role and responsibilities.

**HOW YOU WILL BE ASSESSED**

You will be required to complete assignments, continuous professional development records and workplace observations. You will also use workplace evidence and Witness Testimony to support assessment. You will collect a portfolio of evidence.

**FOR THIS COST YOU WILL GET**

Induction & enrolment.  
Subject specialist tutor.  
OneFile eportfolio.  
Tutorials.  
Quality Resources.  
Full support and guidance throughout tailored to your demand including any reasonable adjustments.  
Accredited certificate with Highfield.

**PROGRESSION OPPORTUNITIES**

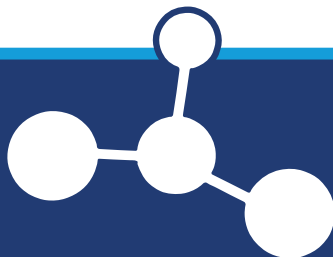
Level 5 Diploma in Leadership and Management for Residential Childcare.

**There is funding available for this course.  
Email [drichards@nurturetraining.org](mailto:drichards@nurturetraining.org) to check eligibility.**

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**12 MONTH COURSE, 488 GUIDED LEARNING HOURS, 65 CREDITS ON COMPLETION.**

This course has flexible start dates throughout the year. Flexible days and times available to suit your needs. 1:1 or group sessions. Payment plan also available.

The flexibility of the course allows you to learn at your own pace and is estimated to take up to 488 study hours to complete.

This qualification provides the underpinning knowledge required by employees to work in management roles within a residential setting.

**ENTRY REQUIREMENTS**

Learners are required to be 19+. Must be working within a management role.

**UNITS INCLUDE**

1. Understand children and young people's development in residential childcare.
2. Understand support for children and young people who are vulnerable and disadvantaged.
3. Lead and manage a team within a residential childcare setting.
4. Lead practice to support the safeguarding and protection of children and young people in residential childcare.
5. Lead practice for communication and information management in residential childcare setting.
6. Manage risk in residential childcare.
7. Lead and manage group living in residential childcare.
8. Lead a service that can support children or young people who have experienced harm or abuse.
9. Lead practice to achieve positive outcomes for children and young people in residential childcare.
10. Lead practice to support the well-being and resilience of children and young people in residential childcare.
11. Lead practice in safe use of digital, internet and mobile technology with children and young people.
12. Lead practice to promote the rights, diversity and equality of children and young people in residential childcare.
13. Lead networks and multi-agency work to benefit children and young people in residential childcare.
14. Implement a Positive Relationship Policy in residential childcare.
15. Undertake professional development in residential childcare settings.

A further 8 credits will be selected and tailored to your role.

**HOW YOU WILL BE ASSESSED**

You will be required to complete assignments, continuous professional development records and workplace observations.

You will also use workplace evidence and Witness Testimony to support assessment.

You will collect a portfolio of evidence.

**FOR THIS COST YOU WILL GET**

Induction & enrolment

Subject specialist tutor.

OneFile eportfolio.

Tutorials.

Quality Resources.

Full support and guidance throughout tailored to your demand including any reasonable adjustments.

Accredited certificate with Highfield.

**PROGRESSION OPPORTUNITIES**

Level 5 Diploma in Operations or Departmental Managers.

**There is funding available for this course.**

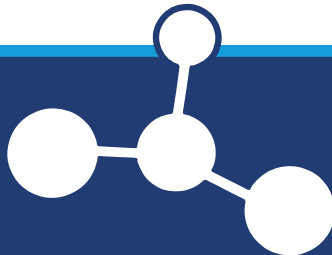
**Email [drichards@nurturetraining.org](mailto:drichards@nurturetraining.org) to check eligibility.**

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## PERSONAL DETAILS

Title \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_ Email \_\_\_\_\_

Gender      Male       Female

## ADDRESS DETAILS

House Number/House Name/Place \_\_\_\_\_

Address Line \_\_\_\_\_

Postcode \_\_\_\_\_ County \_\_\_\_\_

## COURSE CHOICE

What course are you interested in \_\_\_\_\_

Do you have any previous qualifications - Please give details

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## Health, disability and and additional learning support

To help you succeed, it important that we are aware of any additional support that you may need. This will allow us to arrange any reasonable adjustments to support your needs.

Do you have a disability, medical condition, learning difficulty, dyslexia, dyspraxia, ADHD, mobility difficulties, autistic spectrum disorder mental health issues, any other health impairment or disability or, are you deaf, hard of hearing, blind or visually impaired?

Yes

No

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\* Please take a picture of your completed details and Whats App to **07810 640 128**

\* We respect people's data and privacy. All data is collected, managed, stored and destroyed as informed by the General Data Protection Regulation regulated by Information Commissioner Office (ICO) tailored by Data Protection Act 1998.





## OUR MISSION

Our mission is to lead a system that introduces End Point Assessment Organisations (EPAO), Independent Assessors (IA), Training Providers & Employers whilst maintaining compliance, conflict of interest policy & impartialness through an accessible service that functions to Hire, Assess, Track & Review End Point Assessment (EPA) practices & processes for any Apprenticeship Standard.

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## PROUD TO SUPPORT



**PROUDLY  
SUPPORTING  
THOSE WHO  
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