

21

TWENTY ONE
TRAINING

PROSPECTUS

ASPIRE EVOLVE ACHIEVE

Welcome to 21 Training here to support you Aspire, Evolve, & Achieve.

SKILLS
TO SUCCEED

TRAINING
FOR SUCCESS

SKILLS
TO SUCCEED

APPRENTICESHIPS

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INTRODUCTION

Based across Northern Ireland with offices in Strabane, Omagh, Enniskillen, Coleraine, and Derry~Londonderry we deliver nationally recognised qualifications, work and life skills. Committed to all levels of training, the company brings to the field the latest techniques in flexible training, access to modern technology, and the expertise of professional qualified staff. We empower people by providing them with quality training which improves their life and work skills and enabling them to achieve their career goals.

We provide vocational education and training for people aged 16 and upwards, as well as having an extensive network of employers who are committed to providing a quality training environment for all our trainees and apprentices. We are committed to providing high quality programmes of training and further education designed to enhance peoples vocational and personal development and to enable them to unlock their potential and relate this realistically to possible careers.

21 Training Ltd aims to give all trainees and apprentices the best possible start to their working lives or career changes and to prepare them fully for the emerging technological demands of a rapidly changing and uncertain economy.

We also offer a range of Private Training Courses for those wishing to enhance their current qualification base. All these courses are accredited up to Level 3 and are popular in terms of Continuous Professional Development or those looking for a change in their current career path.

OUR MISSION

"Improve lives through skills development and overcome barriers to learning and employment."

Let's Train For Your Success

Training for Success is designed for 16 and 17 year olds, with extended eligibility up to 24 years for persons with special circumstances, and offers you the chance to gain the tools you need to get a job or progress in your career. Training for Success can help:

- You to decide on a future career path
- Offer you training & learning and suitable skills for your chosen job
- Give you help to find employment

Training for Success is about giving you the tools and confidence so you can get ready to find work. It focuses on the extra learning you need, with one-to-one tuition if required. Once you gain recognised basic skills and qualifications, you're ready to progress onto the next level of Training for Success or an Apprenticeship.

Training activities include:

- Essential Skills in Communication, Application of Number & ICT
- Personal and Social Development (QCF)
- Employability Skills (QCF)
- Professional & Technical Skills (QCF)

Work sampling and job tasters based on your needs give you the chance to experience different workplaces and decide what sort of work and training suits you best.

Start earning now! When you join Training for Success you'll receive a weekly Educational Maintenance Allowance (EMA) of £40 per week. Travelling expenses and contributions towards lodgings and childcare costs may also be paid.

Be Skilled - Be Qualified - Be Paid

Getting paid while you train and learn - an attractive proposition. Find an employer who will offer you employment as an apprentice. You can earn while you study / train.

All-age apprenticeships are available on a full-framework basis to both existing and newly recruited employees. You can enter ApprenticeshipsNI funded apprenticeships on progression from Training for Success or as a direct entrant.

ApprenticeshipsNI offers a diverse range of training and the opportunity to gain nationally recognised qualifications giving you the skills you need for your chosen career. As an apprentice you will be with an employer and in paid employment from day one.

How much you are paid will be agreed with your employer and will meet national minimum wage requirements for apprentices. Once you sign up to ApprenticeshipsNI you will begin to get the training and qualifications necessary for your career and what employers want. If you are aged 16-24 don't worry about the cost, ApprenticeshipsNI will ensure the full cost of your directed training is met. If you are aged 25 or over you may still be eligible for 50% funding in certain economically important sectors.

ApprenticeshipNI ensure that you:

- Get first rate training
- Build knowledge and skills
- Gain qualifications
- Earn a wage from day one



Retail Skills & Knowledge



Retail Skills & Knowledge



Level 1, 2 & 3 in Retail Skills (Sales Professional) & Retail Knowledge

Awarding Body	ICQ	Qualification Number	(600/3903/1)	Minimum Credits	13	Level	1	GLH	87 - 90 Hours
Awarding Body	ICQ	Qualification Number	(600/6023/3)	Minimum Credits	24	Level	2	GLH	73 - 161 Hours
Awarding Body	ICQ	Qualification Number	(600/3204/2)	Minimum Credits	14	Level	2	GLH	93 - 113 Hours
Awarding Body	ICQ	Qualification Number	(601/0351/6)	Minimum Credits	43	Level	3	GLH	181 - 238 Hours
Awarding Body	ICQ	Qualification Number	(601/1454/X)	Minimum Credits	16	Level	3	GLH	106 - 130 Hours

COURSE DESCRIPTION

These qualifications are competence-based qualifications which requires candidates to demonstrate the skills and knowledge required when working in the retail industry. These qualifications are suitable for anyone working in their first retail management role, or those who wish to progress in their retail career.

COURSE CONTENT

These qualifications comprise of credit based units to meet the requirements set by the awarding body. Optional units can be selected to match the candidate's needs.

ENTRY REQUIREMENTS

There are no formal requirements for entry to these qualifications. These qualifications are available to anyone who is capable of reaching the required standards. Candidates will be expected to complete an initial assessment to ensure they have the appropriate knowledge to complete this qualification. To complete the Apprenticeship programme candidates are required to have appropriate levels in Numeracy and Literacy. Essential Skills training will be provided for those candidates who do not currently hold appropriate levels in Literacy and Numeracy.

ASSESSMENT METHODS

These Retail Skills qualifications are competence-based. This means that they are linked to a candidate's ability to competently perform a range of tasks connected with their work. To achieve these Retail Skills qualifications, candidates must demonstrate the level of competence described within the units.

PROGRESSION AFTER COMPLETION OF QUALIFICATION

Candidates who complete Level 2 Retail Skills may progress to either of the following qualifications within the Apprenticeship framework:

- Level 3 Certificate / Diploma in Retail Skills (Sales Professional)
- Level 3 Certificate / Diploma in Retail Skills (Visual Merchandising)
- Level 3 Certificate / Diploma in Retail Skills (Management)

Candidates who complete Level 3 Retail Skills may progress to suitable qualifications in areas such as management and team leading or to a management or team leader role in the workplace.

CAREER PATHS

- Retail Assistant
- Duty Manager
- Marketing
- Retail Design
- Retail Supervisor
- Store Manager
- Merchandising
- HR and Training



Level 1, 2 & 3 Customer Service

Awarding Body	ICQ	Qualification Number	(601/3738/1)	Minimum Credits	23	Level	1	GLH	145 - 178 Hours
Awarding Body	ICQ	Qualification Number	(601/3689/3)	Minimum Credits	45	Level	2	GLH	245 - 305 Hours
Awarding Body	ICQ	Qualification Number	(601/3687/X)	Minimum Credits	55	Level	3	GLH	289 - 375 Hours

COURSE DESCRIPTION

These qualifications can be completed as part of the Apprenticeship NI framework. It is suitable for anyone who has the skills, knowledge and competence needed for working in a customer service role that involves a diverse range of functions, tasks and activities that are constantly developing and changing. These qualifications are for candidates who want to increase their skills and take on extra responsibility.

COURSE CONTENT

These qualifications comprises of five mandatory units and a range of optional units to meet the requirements set by the awarding body. Optional units can be selected to match the candidate's needs.

ENTRY REQUIREMENTS

There are no formal requirements for entry to these qualifications. The qualification is available to anyone who is capable of reaching the required standards. Candidates will be expected to complete an initial assessment to ensure they have the appropriate knowledge to complete this qualification.

To complete the Apprenticeship programme candidates are required to have appropriate levels in Numeracy and Literacy. Essential Skills training will be provided for those candidates who do not currently hold appropriate levels in Literacy and Numeracy.

ASSESSMENT METHODS

The Customer Service qualifications are competence-based. This means that they are linked to a candidate's ability to competently perform a range of tasks connected with their work. To achieve the Customer Service qualifications, candidates must demonstrate the level of competence described within the units.

PROGRESSION AFTER COMPLETION OF QUALIFICATION

Candidates who complete Level 2 Customer Service may progress to Level 3 NVQ Diploma in Customer Service within the Apprenticeship framework. . Candidates who complete Level 3 in Customer Service may progress to suitable qualifications in areas such as management and team leading roles within the workplace.

CAREER
PATHS

- Technical Support
- Receptionist
- Front Desk Associate
- Host/Hostess
- Cashier
- Call Centre Customer Support
- Retail Sales Associate
- Telephone Support Specialist



Level 2 & 3 Diploma in Children's Care, Learning and Development (Northern Ireland) (3087)

Awarding Body C&G | Qualification Number (603/5089/1) | Minimum Credits 48 | Level 2 | GLH 370 - 480 Hours

Awarding Body C&G | Qualification Number (603/6141/4) | Minimum Credits 70 | Level 3 | GLH 467 - 700 Hours

COURSE DESCRIPTION

These courses are part of an apprenticeship framework or initiative. The 3087 suite of qualifications has been designed specifically for those working in a range of roles in early years and childcare settings in Northern Ireland.

Learners must have access to either employment or work experience in a real work setting to support them to develop and practice their skills and apply their knowledge at an appropriate level. This ensures that learners are able to demonstrate consistent competence in Children's Care Learning and Development (Northern Ireland).

COURSE CONTENT

To achieve the City & Guilds Level 2 Diploma in Children's Care Learning and Development (Northern Ireland) learners must achieve total of 48 credits from the mandatory units.

To achieve the City & Guilds Level 3 Diploma in Children's Care Learning and Development (Northern Ireland) learners must achieve

- 56 credits from the mandatory units, plus a minimum of 14 credits from the optional units.

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification. However, candidates must ensure to have the potential and opportunity to gain the qualification successfully including having access to an acceptable placement and gain experience. They are aimed at learners aged 16 – 24.

ASSESSMENT METHODS

All units are portfolio and credit based. Learners will need access to a real work setting to provide the resources and opportunities they need to complete the practical and theoretical aspects of the qualification.

PROGRESSION AFTER COMPLETION OF QUALIFICATION

Progression through the levels of qualifications requires learners to be able to demonstrate their skills and practical ability, depth and breadth of required knowledge and / or levels of autonomy, all of which increase in complexity as the level of the qualification increases.

The qualifications support learners to develop their knowledge and practical skills required for employment and/or career progression in the early years and childcare sector in Northern Ireland.

CAREER

PATHS

- Childminder
- Nursery Assistant
- Youth Club Leader
- Day Care/Nursery Assistant
- Classroom Assistant
- Family Support Worker
- Playgroup Leader
- Day Care/Nursery Room Leader





Level 1 & 2 in Hospitality Services & Level 3 Diploma NVQ in Hospitality Supervision & Leadership

Awarding Body	OCN	Qualification Number	(603/3025/9)	Minimum Credits	13	Level	1	GLH	117-130 Hours
Awarding Body	ICQ	Qualification Number	(600/8556/3)	Minimum Credits	37	Level	2	GLH	266 - 305 Hours
Awarding Body	ICQ	Qualification Number	(600/8556/3)	Minimum Credits	37	Level	2	GLH	266 - 305 Hours
Awarding Body	ICQ	Qualification Number	(600/8557/5)	Minimum Credits	15	Level	2	GLH	105 - 141 Hours
Awarding Body	ICQ	Qualification Number	(600/4759/8)	Minimum Credits	37	Level	3	GLH	206 - 276 Hours
Awarding Body	ICQ	Qualification Number	(600/4770/7)	Minimum Credits	11	Level	3	GLH	78 Hours

COURSE DESCRIPTION

A course in Hospitality will give you a professional qualification to join the industry in a junior front of house role, meeting and working with customers to ensure that they get the best possible experience. Alternatively you may wish to continue your studies to a higher level.

COURSE CONTENT

- On the course you will cover:
- Introducing the Hospitality Industry. The basics of food service including selling and describing food, menu planning, coffee and tea preparation, serving wine and beverages, including a basic knowledge of wine and cocktails
 - Working in the Hospitality Industry
 - Delivering the Hospitality Customer Experience
 - Understanding of the legislation and regulations that control safe working practices in the hospitality industry
 - Food Safety and Health and Safety in Hospitality.
 - How the Hospitality industry contributes to healthy lifestyles
 - The understanding of teamwork within the industry, planning and performing hospitality team activities
 - Teamwork in Hospitality

ENTRY REQUIREMENTS

Candidates will be expected to have a standard of Literacy and Numeracy appropriate to the level at which they are working. Candidates will be expected to complete initial diagnostic assessments to ensure that they have the appropriate knowledge to complete the qualification.

ASSESSMENT METHODS

Occupational skills (OS) units are designed to assess the learner's applied skills required to demonstrate competent performance in the workplace in a defined role. Assessment of this qualification is by learner portfolio of achievement. Evidence of performance can be supplemented by other assessment evidence e.g. witness testimony, work-related questioning, workplace documentation, photographic evidence and professional discussion.

PROGRESSION AFTER COMPLETION OF QUALIFICATION

After taking a course in Hospitality you will have a qualification that shows employers and customers you have the skills to work in a range of jobs such as; hotel receptionist, chef, bartender and waiter/waitress. Candidates may also progress to higher levels.

CAREER

PATHS

- Hotel Receptionist
- Chef
- Bartender
- Waiter/Waitress
- Catering Manager
- Event Manager
- Hotel Manager
- Fast Food\Restaurant Manager



Level 1,2 & 3 in IT User Skills

Awarding Body	OCR	Qualification Number	(600/1955/4)	Minimum Credits	38	Level	1	GLH	280 - 300 Hours
Awarding Body	OCR	Qualification Number	(600/1955/4)	Minimum Credits	38	Level	2	GLH	280 - 300 Hours
Awarding Body	OCR	Qualification Number	(600/1958/X)	Minimum Credits	39	Level	3	GLH	300 - 310 Hours

COURSE DESCRIPTION

This qualification is completed as part of the Apprenticeship framework in IT Users. It is suitable for anyone wishing to develop their ICT competency, whether you are starting out in the IT industry, to those in senior management positions. This course is also suited to anyone looking to enhance their ICT skillset.

COURSE CONTENT

This qualification comprises of three mandatory units and a range of optional units to meet the requirements set by the awarding body. Optional units can be selected to suit a variety of IT sectors and roles.

ENTRY REQUIREMENTS

There are no formal requirements for entry to these qualifications. This qualification is available to anyone who is capable of reaching the required standards.
Candidates will be expected to have a standard of Literacy and Numeracy appropriate to the level at which they are working.
Candidates will be expected to complete initial diagnostic assessments to ensure that they have the appropriate knowledge to complete the qualification.

PROGRESSION AFTER COMPLETION OF QUALIFICATION

Candidates achieving the Level 2 Apprenticeship

may go into employment in IT or other sectors. They could progress to a Level 3 Advanced Apprenticeship for IT Users or another Level 3 qualification to further develop their employability.
Candidates achieving the Level 3 Advanced Apprenticeship may go into employment in IT or other sectors. They could progress to further vocational study in their chosen sector, for example, to take a Foundation Degree or to Further or Higher Education to take an HNC or HND programme.

ASSESSMENT METHODS

All units are centre assessed and externally moderated by awarding body moderators. Assessment and moderation can take place at anytime.
Achievement at unit level is Pass or Fail.
The evidence for meeting all the assessment criteria and evidence requirements in the units can be produced in three ways:

1. Candidates can use real work as evidence but it is the candidates responsibility to make sure evidence that includes another individual's personal details has been anonymised to comply with the Data Protection Act (2018).
2. Candidates can complete centre devised activities or assignments that enable them to meet all the assessment criteria in the units.
3. OCR's CLAiT assignments can be used for specific ITQ units.

CAREER

PATHS

- Web Designer
- Graphic Designer
- IT Support Technician
- IT Manager
- Information Systems Manager
- Sound Technician
- Video Engineer
- Database Systems Administrator





Level 2 & 3 Certificate for Proficiency in Food Industry Skills

Awarding Body	F.D.Q	Qualification Number	(600/0517/8)	Minimum Credits	27	Level	2	GLH	84 - 231 Hours
Awarding Body	F.D.Q	Qualification Number	(600/0478/2)	Minimum Credits	27	Level	3	GLH	109 - 222 Hours

COURSE DESCRIPTION

These qualification are designed for those who are working in a food manufacture or supply chain business. They offer the opportunity to develop skills and knowledge required to confirm competence at work in food and drink operative or technical roles. These qualifications are designed primarily for learners who wish to develop intermediate occupational skills and knowledge in a wide range of automated or semi-automated food processing techniques, or food service/retail skills to confirm occupational competence in specific job roles.

COURSE CONTENT

These qualifications cover mandatory skills from a wide range of units in areas such as control and monitoring of throughput, quality and safety, sampling and testing, plant commissioning, developing and evaluating product specifications. Learners have a large choice of skills in this mandatory group of units covering convenience foods, soft drinks, snack foods, processed chilled, frozen food and in food service outlets. Learners may choose optional units in food processing knowledge to meet their learning and development needs.

ENTRY REQUIREMENTS

Learners do not require any prior qualifications or food skills experience to enter these qualifications.

However, prior achievement of FDQ Level 1 and Level 2 Certificate/Diploma for Proficiency in Food Industry Skills may be an advantage for learners when completing qualifications. Each qualification assesses and recognises achievement within the workplace.

ASSESSMENT METHODS

Occupational skills (OS) units are designed to assess the learner's applied skills required to demonstrate competent performance in the workplace in a defined role. All assesments of these qualifications are by learner portfolio and skills based. Evidence of performance can be supplemented by other assessment evidence e.g. witness testimony, work-related questioning, workplace documentation, photographic evidence and professional discussion.

PROGRESSION AFTER COMPLETION OF QUALIFICATION

Candidates who complete a Level 2 qualification may progress to the following qualification within the Apprenticeship framework:

Level 3 Certificate for Proficiency in Food Industry Skills.
The level 3 qualification could lead to qualifications including:
Level 4 Certificate for Proficiency in Food Manufacturing Excellence

CAREER

PATHS

- Food Processing Controller
- Packaging & Distribution Controller
- Quality Assurance Controller
- Food Processing Technician
- Catering Manager
- Distribution Technician
- Food Quality Assurance Controller
- Food Quality Assurance Supervisor



Level 2&3 Certificate for Proficiency in Meat and Poultry Industry Skills

Awarding Body F.D.Q | Qualification Number (600/0518/X) | Minimum Credits 27 | Level 2 | GLH 92 - 255 Hours

Awarding Body F.D.Q | Qualification Number (600/0512/9) | Minimum Credits 27 | Level 3 | GLH 92 - 255 Hours

COURSE DESCRIPTION

These qualifications are designed for those who are working in a food manufacture or supply chain business. They offer the opportunity to develop skills and knowledge required to confirm competence at work in food and drink operative or technical roles.

This qualification is designed primarily for learners who wish to develop intermediate occupational skills and knowledge in a wide range of automated or semi-automated food processing techniques, or food service/retail skills to confirm occupational competence in specific job roles including:

- Food processing controller/technician
- Food packaging and distribution controller/technician
- Food service/sales controller/supervisor
- Food quality assurance controller/supervisor

COURSE CONTENT

These qualifications cover mandatory skills from a wide range of units in areas such as control and monitoring of throughput, quality and safety, sampling and testing, plant commissioning, developing and evaluating product specifications. Learners have a large choice of skills in this mandatory group of units covering convenience foods, soft drinks, snack foods, processed chilled, frozen food and in food service outlets. Learners may choose optional units in food processing knowledge to meet their learning and development needs.

ENTRY REQUIREMENTS

Learners need to be 16 years old or over to undertake these qualifications. Learners do not require any prior qualifications or units or food skills. However, prior achievement of FDQ Level 1 and Level 2 Certificate/ Diploma for Proficiency in Food Industry Skills may be an advantage for learners when completing the qualification. The qualification assesses and recognises achievement within the workplace.

PROGRESSION AFTER COMPLETION OF QUALIFICATION

Candidates who complete a Level 2 qualification may progress to the following qualification within the Apprenticeship framework:

- Level 3 Certificate for Proficiency in Food Industry Skills

ASSESSMENT METHODS

Occupational skills (OS) units are designed to assess the learner's applied skills required to demonstrate competent performance in the workplace in a defined role. Assessment of this qualification is by learner portfolio of achievement. Evidence of performance can be supplemented by other assessment evidence e.g. witness testimony, work-related questioning, workplace documentation, photographic evidence and professional discussion.

CAREER

PATHS

- Food Processing Controller
- Packaging & Distribution Controller
- Quality Assurance Controller
- Food Processing Technician
- Catering Manager
- Distribution Technician
- Food Quality Assurance Controller
- Food Quality Assurance Supervisor





Level 2 & 3 NVQ Diploma in Professional Cookery

Awarding Body	iCQ	Qualification Number	(600/8658/0)	Minimum Credits	58	Level	2	GLH	465 - 511 Hours
Awarding Body	iCQ	Qualification Number	(600/8954/4)	Minimum Credits	56	Level	3	GLH	360 - 427 Hours

COURSE DESCRIPTION

The Level 2 Diploma in Professional Cookery is for anyone who works or wants to work as a chef in the catering and hospitality sector. It is ideal for learners coming straight from school who wish to seek a career in this industry. It is also ideal for those chefs in the industry who would like to continue or refresh their knowledge by undertaking topics within the qualification. The Level 3 is ideal if you've worked as a chef for some time - you have plenty of experience, and you may already supervise others or manage resources. You want to develop your skills further, perhaps to work as a senior chef or restaurant manager.

COURSE CONTENT

In Level 2 you'll cover things like, food safety, health and safety in catering, healthier foods, costs and menu planning and preparing and cooking different foods.

In Level 3 the qualification will cover both advanced skills and techniques in the kitchen as well as pastry skills, allowing the learner to gain further knowledge and learning.

ENTRY REQUIREMENTS

There are no formal requirements for entry to these qualifications.

The qualifications are available to anyone who is capable of reaching the required standards. Candidates will be expected to have a standard of Literacy and Numeracy appropriate to the level at which they are working. Candidates will be expected to complete initial diagnostic assessments to ensure that they have the appropriate knowledge to complete the qualification.

ASSESSMENT METHODS

These qualifications are assessed by your tutor using assignments, practical tasks, exams and/or online tests. For both of these qualifications you will complete practical demonstrations, assignments and portfolio building.

PROGRESSION AFTER COMPLETION OF QUALIFICATION

Once you have completed Level 2 you will be ready to progress to the Level 3 qualification or into employment within the Catering and Hospitality sector. On completing the Level 3 qualification you will be qualified for jobs such as Chef De Partie, Sous chef, Pastry chef. Or you could continue with your studies and progress onto an apprenticeship at Level 4 in Leadership & Management or Level 4 Diploma in Hospitality Management Skills to progress you into a management role within the Hospitality & Catering industry.

**CAREER
PATHS**

- Sous Chef
- Head Chef
- Executive Chef
- Baker
- Pastry chef
- Junior Chef
- Kitchen Porter
- Kitchen Assistant



Level 3 Certificate for Proficiency in Food Management

Awarding Body F.D.Q | Qualification Number (600/6023/3) | Minimum Credits 27 | Level 3 | GLH 73 - 161 Hours

COURSE DESCRIPTION

This qualification is designed for learners who are working in a food manufacture or supply chain environment. It offers learners the opportunity to develop skills and knowledge required to prove competence at work in supervisory management roles. The qualification provides food manufacturers and the supply chain with a unique blend of business management competencies with technical food management competencies. It has been designed to manage and improve technical controls, quality assurance and business systems in a food manufacture or supply chain environment.

COURSE CONTENT

This qualification is a Certificate requiring achievement of 27 credits, graded at pass/fail. It is designed to provide occupational competence in management roles for routine improvement activity based upon Standard Operational Procedures (SOPs). This qualification does not have mandatory units which allows flexibility for qualifications to be tailored to learner requirements. The learner must achieve a pass through submission of a portfolio of evidence.

PROGRESSION AFTER COMPLETION OF QUALIFICATION

This qualification is designed for those who are working in a food supply chain environment. They offer the opportunity to develop skills and knowledge required to prove competence at work in supervisory management and team leading roles

and develop the learners skills to progress them in their career at supervisory/managerial level in the food industry. Apprentices will develop managerial & leadership skills to help them progress in their careers in the food industry.

ENTRY REQUIREMENTS

Learners need to be 16 years old or over to take this qualification. Learners do not require any prior qualifications or units or food skills experience to take this qualification. The qualification assesses and recognises competent achievement within the workplace.

ASSESSMENT METHODS

Assessment of this qualification is by learner portfolio of achievement. Evidence of performance can be supplemented by other assessment evidence e.g. witness testimony, work-related questioning, workplace documentation, photographic evidence and professional discussion.

Other assessment methods may be used to assess Occupational Knowledge (OK) and Underpinning Knowledge (UK) requirements including e-assessment, multiple-choice examination and assignment. Assessment requirements are set out in individual units of assessment. Reasonable adjustments apply that allow learner support for oral or other assessment adjustment arrangements to meet learner needs. All assessment activity is subject to internal quality assurance.

CAREER

PATHS

- Food Processing Controller
- Packaging & Distribution Controller
- Quality Assurance Controller
- Food Processing Technician
- Catering Manager
- Distribution Technician
- Food Quality Assurance Controller
- Food Quality Assurance Supervisor



Level 2 Certificate for Proficiency in Food Team Leading

Awarding Body FDQ | Qualification Number (600/8736/5) | Minimum Credits 27 | Level 2 | GLH 136 - 200 Hours

COURSE DESCRIPTION

This qualification is designed for learners who are working in a food manufacture or supply chain environment. It offers learners the opportunity to develop skills and knowledge required to prove competence at work in team leadership roles. The qualification provides food manufacturers and the supply chain businesses with a unique combination of team management competences set in a highly focused food business context. It has been designed to manage and improve team performance, quality assurance and deployment of business systems in a food manufacture or supply chain environment.

COURSE CONTENT

This qualification does not have mandatory units which allows the flexibility for qualifications to be tailored to the learner. The learner must achieve 27 credits through completing questions, submitting evidence from the work environment and through competency based observations carried out by our tutors in the work place.

ENTRY REQUIREMENTS

Learners need to be 16 years old or over to undertake this qualification. Learners do not require any prior qualifications or units or food skills experience to undertake this qualification. The qualification assesses and recognises competent achievement within the workplace.

This qualification is a Certificate requiring achievement of 27 credits, graded at pass/fail. It is designed to provide occupational competence in team leadership roles.

ASSESSMENT METHODS

Assessment of this qualification is by learner portfolio of achievement. Evidence of performance can be supplemented by other assessment evidence e.g. witness testimony, work-related questioning, workplace documentation, photographic evidence and professional discussion.

Other assessment methods may be used to assess Occupational Knowledge (OK) and Underpinning Knowledge (UK) requirements including e-assessment, multiple-choice examination and assignment. Assessment requirements are set out in individual units of assessment. Reasonable adjustments apply that allow learner support for oral or other assessment adjustment arrangements to meet learner needs. All assessment activity is subject to internal quality assurance.

PROGRESSION AFTER COMPLETION OF QUALIFICATION

This qualification is designed for those who are working in a food supply chain environment. They offer the opportunity to develop skills and knowledge required to prove competence at work in supervisory management and team leading roles and develop the learners skills to progress them in their career at supervisory/managerial level in the food industry.

CAREER

PATHS

- Food Processing Controller
- Packaging & Distribution Controller
- Quality Assurance Controller
- Food Processing Technican
- Catering manager
- Distribution Technican
- Food Quality Assurance Controller
- Food Quality Assurance Supervisor





Level 1 Certificate, 2 & 3 Diploma in Business Administration

Awarding Body ICQ | Qualification Number (601/3703/4) | Minimum Credits 25 | Level 1 | GLH 150-189 Hours

Awarding Body ICQ | Qualification Number (601/3704/6) | Minimum Credits 45 | Level 2 | GLH 229-351 Hours

Awarding Body ICQ | Qualification Number (601/3705/8) | Minimum Credits 58 | Level 3 | GLH 282-432 Hours

COURSE DESCRIPTION

This qualification is a competence-based qualification which requires candidates to demonstrate the skills and knowledge required when working in a business administration/office environment. This qualification is suitable for anyone working in their first office supervisor role, or for those who wish to progress in their Business Administration career.

COURSE CONTENT

This qualification comprises of six mandatory units and a range of optional units to meet the requirements set by the awarding body. Optional units can be selected to match the candidate's needs.

ENTRY REQUIREMENTS

There are no formal requirements for entry to these qualifications. The qualification is available to anyone who is capable of reaching the required standards. Candidates will be expected to complete an initial assessment to ensure they have the appropriate knowledge to complete this qualification. To complete the Apprenticeship programme Candidates are required to have a Level 2 in Numeracy, Literacy and ICT. Essential Skills training will be provided for those candidates who do not currently hold a level 2 qualification in Literacy, Numeracy and ICT or equivalent.

ASSESSMENT METHODS

The Business Administration qualification is competence-based. This means that it is linked to a candidate's ability to competently perform a range of tasks connected with their work. To achieve the Business Administration qualification, candidates must demonstrate the level of competence described within the units.

Assessment of this qualification is by learner portfolio. Assessment methods used to build this portfolio are: observation, witness testimony, work-related questioning, workplace documentation, photographic evidence and professional discussion.

This qualification can help you to progress in a wide range of Business Administration roles, including:

- Office Manager
- Senior Administration Officer
- Senior Business Performance Officer

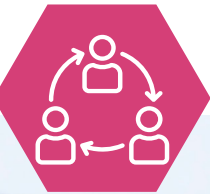
PROGRESSION AFTER COMPLETION OF QUALIFICATION

Candidates who complete a Level 3 Business Administration qualification may progress to suitable qualifications in areas such as management and team leading or to a management or team leader role in the workplace.

CAREER

PATHS

- Sales Managers
- Finance Officers
- Accountants
- eBusiness Managers
- HR/Personnel Managers
- Business Analysts
- Book Keeping Officers
- Marketing Managers



Level 3 Diploma in Management

Awarding Body ICQ | Qualification Number (601/3688/1) | Minimum Credits 55 | Level 3 | GLH 284-371 Hours

COURSE DESCRIPTION

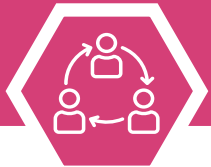
This qualification can be completed as part of the Apprenticeship NI framework. It is suitable for anyone who works in, or wants to work in the business and professional management sector. It gives candidates the opportunity to develop and demonstrate technical and wider sector-related knowledge in: principles of equality, diversity and inclusion, the principles of leadership and management and the principles of people management. It also gives the candidates the opportunity to develop and demonstrate a range of technical skills and behaviours that support competence in managing personal and professional development, supporting equality, diversity and inclusion in the workplace and managing team and individual's performance.

COURSE CONTENT

This qualification comprises of five mandatory units and a range of optional units to meet the requirements set by the awarding body. Optional units can be selected to match the candidate's needs.

ENTRY REQUIREMENTS

There are no formal requirements for entry to these qualifications. The qualification is available to anyone who is capable of reaching the required standards and have some prior experience in a supervisory or team leader role, or experience deputising in a managerial role



Candidates will be expected to complete an initial assessment to ensure they have core occupational competence and knowledge within the sector that will allow them to complete this qualification. To complete the Apprenticeship programme Candidates are required to have a Level 2 in Numeracy, Literacy and ICT. Essential Skills training will be provided for those candidates who do not currently hold a Level 2 qualification in Literacy, Numeracy and ICT or equivalent.

ASSESSMENT METHODS

The Management qualification is competence-based. This means that it is linked to a candidate's ability to competently perform a range of tasks connected with their work. To achieve the Management qualification, candidates must demonstrate the level of competence described within the units. Assessment of this qualification is by learner portfolio. Assessment methods used to build this portfolio are: observation, witness testimony, work-related questioning, workplace documentation, photographic evidence and professional discussion.

PROGRESSION AFTER COMPLETION OF QUALIFICATION

Candidates who complete a Level 3 Diploma in Management may progress to the Higher Apprenticeship in Management.

CAREER
PATHS

- Senior Supervisor
- Trainee Manager
- Assistant Manager
- Line Manager
- Shift Manager
- Call Centre Team Manager
- Customer Service Team Manager
- Team Leader



Level 2 Diploma in Team Leading

Awarding Body ICQ | Qualification Number (601/3674/1) | Minimum Credits 40 | Level 2 | GLH 201 - 256 Hours

COURSE DESCRIPTION

This qualification can be completed as part of the NI Apprenticeship framework. It is suitable for anyone who works in, or wants to work in the business and professional management sector. It gives candidates the opportunity to develop and demonstrate their skills and knowledge in: leadership styles, team dynamics, problem solving, providing support, managing the work of teams and communication techniques. This qualification is for candidates who want to increase their skills and take on more responsibility.

COURSE CONTENT

This qualification comprises of five mandatory units and a range of optional units to meet the requirements set by the awarding body. Optional units can be selected to match the candidate’s needs.

ENTRY REQUIREMENTS

There are no formal requirements for entry to these qualifications. The qualification is available to anyone who is capable of reaching the required standards. Candidates will be expected to complete an initial assessment to ensure they have core occupational competence and knowledge within the sector that will allow them to complete this qualification. To complete the Apprenticeship programme Candidates are required to have a level 1 in Numeracy, Literacy and ICT. Essential Skills training will be provided for those candidates who do not

currently hold a level 1 qualification in Literacy, Numeracy and ICT or equivalent.

ASSESSMENT METHODS

The Team Leading qualification is competence-based. This means that it is linked to a candidate’s ability to competently perform a range of tasks connected with their work. To achieve the Team Leading qualification, candidates must demonstrate the level of competence described within the units. Assessment of this qualification is by learner portfolio. Assessment methods used to build this portfolio are: observation, witness testimony, work-related questioning, workplace documentation, photographic evidence and professional discussion.

PROGRESSION AFTER COMPLETION OF QUALIFICATION

Candidates who complete a Level 2 Diploma in Team Leading may progress to the following qualification within the Apprenticeship framework: Level 3 Diploma in Management.

CAREER
PATHS

- Team Leader
- Shift Leader
- Supervisor
- Call Centre Manager
- Shift Manager
- Customer Service Team Manager
- Call Centre Team Leader
- Line Manager





YMCA awards

Level 1 & 2 Certificate in fitness instructing (Gym)

Awarding Body	YMCA	Qualification Number	(500/8428/8)	Minimum Credits	11	Level	1	GLH	60 Hours
Awarding Body	YMCA	Qualification Number	(500/8269/3)	Minimum Credits	23	Level	2	GLH	157-164 Hours

COURSE DESCRIPTION

This qualification aims to provide learners with the knowledge and skills to be able to plan, deliver and supervise safe and effective exercise programmes within a gym or health club environment for adults of all ages. This involves learning how to teach a variety of gym-based exercises and use a range of gym equipment to plan and deliver gym sessions. They will also learn how to provide effective support for clients who take part in exercise and physical activity.

COURSE CONTENT

- This qualification comprises of 6 mandatory units including:
- Anatomy and physiology for exercise
 - Know how to support clients who take part in exercise and physical activity
 - Health, safety and welfare in a fitness environment
 - Principles of exercise, fitness and health
 - Planning gym-based exercise
 - Instructing gym-based exercise

ENTRY REQUIREMENTS

There are no pre-requisites for this qualification. This qualification is aimed at individuals aged 16 and over.

ASSESSMENT METHODS

Successful achievement of all six units must be achieved for the full qualification.

Assessments methods include:

- Multiple choice theory paper/eAssessment
- Practical examination
- Assessment workbook

PROGRESSION AFTER COMPLETION OF QUALIFICATION

- Apprentice in exercise and fitness.
- Level 2 NVQ Diploma in instructing exercise and fitness - Level 3 Diploma in exercise referral
- Level 3 certificate in personal training
- YMCA awards Level 3 Diploma in personal training and instruction
- YMCA Awards Level 3 Diploma in personal training (gym-based exercise)

CAREER

PATHS

- Physical therapist
- Clinical trainer
- Fitness specialist
- Athletic trainer
- Sports medicine
- Injury rehabilitation
- Coaching
- Sports Science



Level 1 & 2 City & Guilds award in Health & Social Care

Awarding Body C&G | Qualification Number ((601/3529/3) | Minimum Credits 12 | Level 1 | GLH 101 Hours

Awarding Body C&G | Qualification Number (603/5088/X) | Minimum Credits 46 | Level 2 | GLH 339 Hours

COURSE DESCRIPTION

The qualifications are structured at each level, to include both mandatory and optional units. The mandatory units must be completed by all learners and cover the key knowledge and skills required to work in any health and social care setting. The Level 2 qualification is designed for both classroom-based and work-based learning.

COURSE CONTENT

This qualification comprises of mandatory units and a range of optional units to meet the requirements set by the awarding body.

Areas covered include:
Communication
Health and Safety
Safeguarding
Duty of Care
The role of the Social Worker

ENTRY REQUIREMENTS

There are no formal requirements for entry to these qualifications. These qualifications are available to anyone who is capable of reaching the required standards.

Candidates will be expected to have a standard of Literacy and Numeracy appropriate to the level at which they are working.



To complete the Apprenticeship programme Candidates are required to have a level 1 in Numeracy and Literacy. Essential Skills training will be provided for those candidates who do not currently hold a Level 1 Qualification in Literacy and Numeracy.

ASSESSMENT METHODS

Progression through the levels of qualifications requires learners to be able to demonstrate their skills and practical ability, which increase in complexity, depth and breadth of required knowledge and/or levels of autonomy, as the level of the qualification increases. Assessment types: Portfolio.

PROGRESSION AFTER COMPLETION OF QUALIFICATION

These qualifications can get you started in a career in adult social care or children and young people's settings and / or further education. Candidates achieving the Level 1 qualification may progress into Level 2 qualification. Learners will be able to progress into employment at level 2 and progress to a variety of health and social care roles.

CAREER

PATHS

- Care worker
- Social worker
- Youth Club Leader
- Outreach worker
- Community Development Worker
- Counsellor
- Social Worker
- Youth Worker

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APPRENTICESHIPS



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