



Business
School

A young woman with long blonde hair and glasses is smiling and talking on a white smartphone. She is wearing a dark blazer with gold buttons. The background is a blurred office setting with a green plant.

**School of
Business and
Management**

**Prospectus
2024**

Welcome to CAW Business School



Join us at
one of our
Open Days



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Why CAW Business School?

CARING

Over the years, we have developed teaching techniques and college systems to support you through your studies. We are here to help, we want you to succeed and we will do our utmost to help you achieve.

APPROVED

CAW Business School is an Association of Accountancy Technicians (AAT) and Institute of Leadership and Management (ILM) approved training and exam centre, offering the full suite of accountancy and management programmes.

CONVENIENT

We provide students with easy, remote access to learning resources via our Virtual Learning Environment (VLE), which means that learners get the best out of their studies with us, both in and outside of college.

INTERACTIVE

Our online course material has been developed to guide you through your course and provide you with interactive, innovative ways of learning. In addition, you will benefit from FREE access to our extensive eLibrary.

FLEXIBLE

Our business courses are available in a variety of formats; from evening and day release study options, to online and work-based learning, depending on the course. We also offer monthly payment options.

EXPERIENCED

Lecturers delivering our courses have significant industry experience and knowledge under their belts and all share a common passion for pushing their professions forward.

“Apprentices and adult learners develop significant new knowledge, skills and behaviours that prepare them well for their chosen careers”

Ofsted 2022 Report

We were delighted to have been graded ‘Good’ across the board following our most recent Ofsted inspection (2022)



Our Courses

Accounting & Bookkeeping

- Bookkeeping Qualifications
- Accounting Qualifications
- Accounting Apprenticeships

See pages 8-15 for more details

Business Administration

- Business Administration Qualifications
- Business Administration Apprenticeships

See pages 16-21 for more details

Customer Service

- Customer Service Qualifications
- Customer Service Apprenticeship

See pages 22-27 for more details

Leadership & Management

- Leadership and Management Qualifications
- Leadership and Management Apprenticeships

See pages 28-33 for more details

Coaching & Mentoring

- Coaching and Mentoring Qualifications
- Coaching and Mentoring Apprenticeships

See pages 34-37 for more details

Education

- Information, Advice & Guidance Qualifications
- Training, Assessment and Quality Assurance Qualifications

See pages 40-45 for more details

Functional Skills

- Functional Skills English
- Functional Skills Maths

See pages 46-51 for more details

View our
courses



**“Choose a job
you love, and
you never have
to work a day in
your life.”
– Confucius**

Join us at
one of our
Open Days



Accounting and Bookkeeping

Whether you are just starting out in finance, are already working in the industry, or are looking to gain new skills to prepare for a career change, studying an accounting or bookkeeping qualification accredited by the Association of Accounting Technicians (AAT) can help you reach your career goals.

Internationally recognised and highly valued by employers, the AAT qualification can open up new and exciting career opportunities in finance.

Explore our
accounting and
bookkeeping
courses



Our Bookkeeping Qualifications

Our bookkeeping programmes will provide a solid introduction to bookkeeping and basic accounting practices to give confidence in the workplace.

Key facts

- ✓ Tutor support
- ✓ Pay Monthly Option
- ✓ Classroom or blended learning
- ✓ Blended start at any time

Entry requirements

There are no formal academic entry requirements however basic competency in maths and English is necessary, as well as knowledge of manual double-entry bookkeeping for Level 3.

Assessment

Assessment consists of computer based exams or projects.

Course Content

Over the course of these qualifications you will study:

- » Bookkeeping Transactions
- » Bookkeeping Controls
- » Advanced Bookkeeping
- » Indirect Tax
- » Final Accounts Preparation

What next?

On completion of bookkeeping training you may wish to continue your studies by applying for an accounting qualification.

See pages 12-15 for further information.



Level 3 Certificate in Bookkeeping

6 months

This qualification is ideal if you're looking to enhance your existing skills, and for those requiring an advanced level of skill and knowledge in bookkeeping.

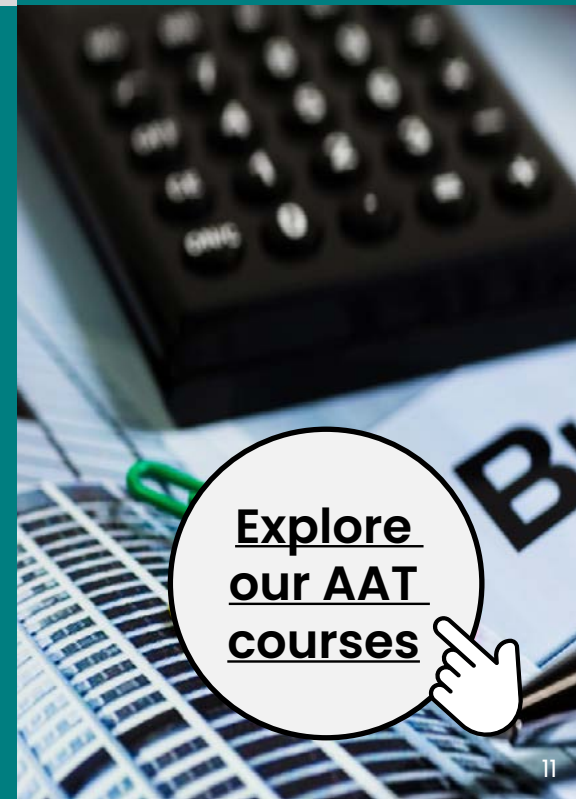
Following successful completion of this qualification you may apply for professional status and use the designatory letters AATQB after their name.

Level 2 Certificate in Bookkeeping

6 months

This introductory course is ideal for those looking to gain a solid understanding of bookkeeping and basic accounting practices, in order to gain skills and confidence in the workplace.

As we are an AAT accredited exam centre, your exams can be taken at college without the need to travel to an external exam centre.



Explore our AAT courses

Our Accounting Qualifications

Our accounting qualifications are internationally recognised, and can help pave the way to new and exciting opportunities in the finance industry.

Key facts

- ✓ Tutor support
- ✓ Pay monthly option
- ✓ Classroom or blended learning
- ✓ Blended start at any time

Entry requirements

You must be competent in basic maths and English skills. Study at level 3 and 4 requires competency in double-entry bookkeeping.

In order to apply for our Level 4 qualification, you will need to be competent in complex double-entry bookkeeping and have completed the AAT Level 3 Diploma in Accounting.

Assessment

Assessment consists of computer based exams or projects.

Course Content

You will study:

Level 2

- » Introduction to Bookkeeping
- » Bookkeeping Controls
- » The Business Environment
- » Principles of Costing

Level 3

- » Financial Accounting
- » Tax Processes for Businesses
- » Management Accounting Techniques
- » Business Awareness

Level 4

- » Financial Statements
- » Internal Accounting Systems and Controls
- » Applied Management Accounting
- » Optional units on Personal or Business Tax

Visit our website for the full content summary at each level.

Level 2 Certificate in Accounting

9 months

The foundation level of the internationally recognised AAT qualification. If you are new to finance or want to expand your existing knowledge and skills, this qualification could be the ideal course for you.



Level 3 Diploma in Accounting

12 months

The intermediate level of the internationally recognised AAT qualification. This course is ideal if you have completed the AAT Level 2 Certificate in Accounting or are competent in manual double-entry bookkeeping and want to further develop your accounting skills.



Level 4 Professional Diploma in Accounting

18 months

The advanced and final level of the internationally recognised AAT qualification. This course is ideal if you have completed the AAT Level 3 Diploma in Accounting. You will learn a range of higher level accounting tasks.



Our Accounting Apprenticeships

Our apprenticeship programmes are a great opportunity to earn a salary and qualification whilst gaining valuable experience in finance. They are also suitable for those already working in industry looking to upskill.

Key facts

- ✓ Tutor support
- ✓ Start at any time
- ✓ Classroom or blended learning
- ✓ 6 hrs per week OTJ training

Entry requirements

To undertake the level 2 Apprenticeship you should be competent in basic maths and English. For level 3 you should have a minimum of 5 GCSEs including Maths and English or have achieved the AAT Level 2 Foundation Certificate in Bookkeeping or Accounting qualification. Other relevant qualifications and experience will be considered on an individual basis. For level 4 entry you must be competent in manual double-entry bookkeeping and have completed the Level 3 Assistant Accountant Apprenticeship or the AAT Level 3 Advanced Diploma in Accounting qualification. All levels require you to be living and working in England in a suitable finance role, earning at least the National Minimum Wage for Apprentices.

Course Content

You will cover topics such as:

Level 2

- » Accounting Systems & Processes
- » Basic Accounting

Level 3

- » Financial accounting and reporting
- » Management accounting

Level 4

- » Accounting and Tax
- » Regulation and compliance
- » Systems and processes

Visit our website for the full content summary at each level.

As an apprentice you will spend six hours per week on off-the-job (OTJ) training, e.g. college work, portfolio work etc.

Assessment

Assessment across the programmes, include methods such as: a portfolio of evidence; an End Point Assessment (EPA), Functional Skills Level 1/2 English and Maths training (unless exempt) and computer-based exams or projects.

AAT Level 2 Accounts/ Finance Assistant Apprenticeship

12 – 14 months

As an Accounts/Finance Assistant apprentice, you will be employed in a finance role gaining vital practical skills and experience, and earning a wage alongside studying your formal AAT qualification.



AAT Level 3 Assistant Accountant Apprenticeship

15 – 18 months

This AAT apprenticeship is ideal if you have been working in finance for some time but are looking to further develop your accounting skills.



Professional Accounting/Tax Technician (Level 4 Apprenticeship)

18 – 24 months

This apprenticeship is ideal for those who have already completed the level 3 apprenticeship or diploma in accounting.



Explore our accounting apprenticeships

Business Administration

Our range of business administration courses are designed to develop practical business and administration skills alongside on-the-job training.

As an administrator, you would be at the centre of all operations within a company, making sure the business ran smoothly on a day-to-day basis.

If you pride yourself on accuracy and attention to detail, a career in business administration could be the perfect career for you.

**Explore our
business
administration
courses**



Our Business Administration Qualifications

Our range of business administration courses are designed to develop practical business and administration skills through on-the-job training.

Key facts

- ✓ Tutor support
- ✓ Pay monthly option
- ✓ No college attendance
- ✓ Start at any time

Entry requirements

Level 2 requires you to ideally have four GCSEs at grades A*-G (or 9-1) or equivalent.

For level 3 you will ideally have five GCSEs at grades A*-C (or 9-4) or have already undertaken the NVQ Level 2 Diploma in Business Administration. You will also need to be employed within an administration role in a supervisory position.

To enrol on level 4 you must have achieved the NVQ Level 3 Diploma in Business Administration or a suitable equivalent. You must also be working in a suitable administration environment in a senior role.

Course Content

Throughout these qualifications you will study:

- » Communication in a business environment
- » Principles of providing administrative services
- » Manage personal and professional development
- » Principles of business communication

You will also choose from a range of optional units relevant to your job role. Example units include: producing minutes of meetings, analysis and presentation of data, and manage a budget.

Visit our website for the full content summary at each level.

Assessment

Course assessment for all levels consists of completing online examinations and a portfolio, and passing work-based practical assessments.

Level 2 Diploma in Business Administration

14 – 18 months

This course is suitable for those looking to gain the skills and knowledge needed to kick-start a career in administration.



Explore our business administration courses

Level 3 Diploma in Business Administration

18 – 24 months

This apprenticeship is ideal for those who would like to build upon their existing abilities to gain greater technical and managerial skills.

Level 4 Diploma in Business and Professional Administration

Up to 24 months

This course is ideal for those who have significant experience in a senior administrative role and would like to enhance their existing skills and knowledge.



Our Business Administration Apprenticeship

Our apprenticeship programmes are a great opportunity to earn a salary and whilst gaining valuable experience in business administration. They are also suitable for those already working in industry looking to upskill.

Key facts

- ✓ Tutor support
- ✓ Start at any time
- ✓ No college attendance
- ✓ 6 hrs per week OTJ training

Entry requirements

You will ideally have a minimum of 5 GCSEs at grade C or above (9-4), or have undertaken the a level 2 business administration qualification. You will also need to be living and working in England in a suitable administration environment with a level of responsibility, earning at least the NMW for Apprentices.

Course Content

You will learn the knowledge, skills and behaviours required to do your job to the best of your ability, including:

- » The use of IT packages
- » Producing records and

documents

- » Decision making
- » Interpersonal and communication skills
- » Problem solving
- » Planning and organising priorities and tasks
- » Project management
- » External factors affecting the organisation

As an apprentice you will spend six hours per week on off-the-job (OTJ) training, e.g. college work, portfolio work etc.

Assessment

You will undertake an End Point Assessment which consists of a knowledge test, a portfolio-based Interview and a project presentation.

if you are undertaking Functional Skills or the City & Guilds Level 3 Diploma in Business Administration as part of the apprenticeship, you will take additional assessment for these.



Business Administrator Level 3 Apprenticeship

18 – 24 months

This apprenticeship is ideal if you are looking to enhance your existing skills and gain a formal business qualification, whilst being employed in the workplace earning a wage.

At level three you will build upon your current skills to gain greater technical and managerial skills, as well as supervise others and contribute more widely to your organisation or department.

As this qualification is work based, you will not be required to attend college and you can start the programme at any time.

[View full course details](#)



Customer Service

Good customer service is the back bone of any business. Not only will positive experiences ensure clients return time and time again, they increase the chance of recommendations and an increased client base.

Customer service training can also be very rewarding, it is always nice to finish the day feeling that you have played your part in helping someone, or made a difference, as well as contributing to the success and reputation of the business.

Our customer service training will boost your confidence in dealing with a range of people and situations, develop your problem solving skills, show you how to make the right impression and help you to deliver customer service in line with customer expectations.

**Explore our
customer
service
courses**



Our Customer Service Qualifications

Our customer service qualifications are designed to provide practical learning to help develop your knowledge and skills in the workplace.

Key facts

- ✓ Tutor support
- ✓ No college attendance
- ✓ Start at any time
- ✓ Pay monthly options

Entry requirements

There are no formal academic entry requirements, however the passion to learn new skills along with employment in a suitable customer service position with the ability to influence customer service provision within the role is necessary.

Assessment

Course assessment consists of completing online examinations, creating a portfolio, and passing work-based practical assessments.

APPRENTICESHIP OPTIONS AVAILABLE

Visit pages 26–27 for more information.

Course Content

You will study mandatory units including:

Level 2

- » Deliver customer service
- » Understand customers
- » Principles of customer service
- » Understand employer organisations
- » Manage personal performance and development

Level 3

- » Organise and deliver customer service
- » Understand the customer service environment
- » Understand customers and customer retention
- » Principles of business
- » Manage personal and professional development
- » Resolve customers' problems

You will also choose from a range of optional units relevant to your job role. Example units include: communicate verbally with customers, manage diary systems, negotiate in a business environment, manage team performance.



Level 2 Diploma in Customer Service

12 – 14 months

This qualification is ideal if you're working in a customer facing role and looking for formal customer service training, with the opportunity to gain a nationally recognised qualification at the same time.

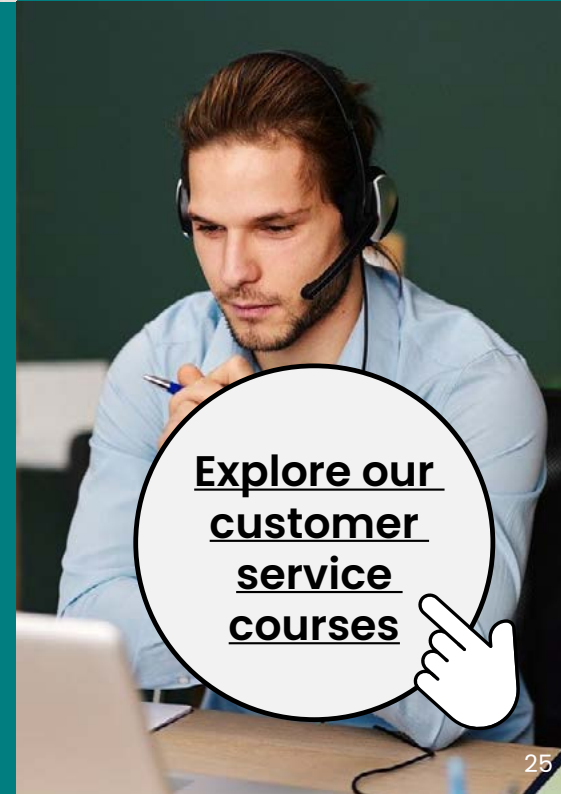
You will develop a range of transferable skills that can be applied across all industries, such as the ability to deal with customers effectively on all levels – whether by phone, face to face, by email or to internal colleagues.

Level 3 Diploma in Customer Service

14 – 18 months

This course is suitable if you are already working in a customer facing role and are looking to expand your career prospects within your current workplace.

You will gain greater technical and managerial skills, as well as the ability to supervise others and apply the principles of customer service to the wider strategy of your organisation. Depending on your job role, the units you choose to undertake lead to gaining skills such as managing team performance, and developing customer relationships.



**Explore our
customer
service
courses**

Our Customer Service Apprenticeships

Our apprenticeships allow you to gain valuable experience in a customer service role, whilst working towards a recognised qualification.

Key facts

- ✓ Tutor support
- ✓ No college attendance
- ✓ Start at any time
- ✓ 6 hrs per week OTJ training

Entry requirements

There are no formal academic entry requirements for level 2. However, you will need to be living and working in England in a role that involves regular contact with clients, earning at least the National Minimum Wage for Apprentices.

Entry for level 3 requires a good standard of English and maths. Students who don't already hold certificates evidencing English and maths at level 2 or equivalent will need to complete Functional as part of the apprenticeship. You will need to be living and working in England as a team leader or manager in a customer service role.

VISIT OUR WEBSITE FOR FULL CONTENT AND ASSESSMENT INFORMATION.

Course Content

During the apprenticeships you will cover skills and knowledge such as:

Level 2

- » Knowing your customers
- » Customer experience
- » Product and service knowledge

Level 3

- » Business-focused service delivery
- » Service improvement
- » Customer service performance

Visit our website for the full content summary at each level. As an apprentice you will spend six hours per week on off-the-job (OTJ) training, e.g. college work, portfolio work etc.

Assessment

You will need to pass an End Point Assessment. For level 2 this consists of an apprentice showcase, practical observation, and a professional discussion. The End Point Assessment of the level 3 apprenticeship consists of a work-based project, practical observation, and a professional discussion.

Functional Skills are assessed via online examinations and practical assessments.



Customer Service Practitioner (Level 2 Apprenticeship)

14 – 16 months

As a customer service practitioner your actions have the direct ability to influence the customer experience and satisfaction of your organisation. You will be responsible for providing a high quality service to customers in a variety of ways e.g. face-to-face, by phone, email, post or via social media. Tasks can be wide and varied depending on your organisation but could include taking orders and payments, providing guidance and support, and solving problems.

Customer Service Specialist (Level 3 Apprenticeship)

15 – 18 months

As a customer service specialist you will provide direct customer support within all sectors and organisation types. You will be an advocate of customer service who acts as a referral point for dealing with more complex or technical customer requests, complaints, and queries.



Explore our [customer service apprenticeships](#)



Leadership and Management

Our leadership and management courses, accredited by the ILM, are a convenient combination of study weekends and online learning. They will develop your skills and confidence in making management decisions and enhance your professional status as an effective leader and manager.

ILM qualifications have been designed with a strong focus on workplace performance; aiming to create well-rounded managers with a proven ability to work to high standards.

**Explore our
leadership and
management
courses**



Our Leadership and Management Qualifications

Our leadership and management courses will develop your skills and confidence in making management decisions and enhance your professional status as an effective leader and manager.

Key facts

- ✓ Tutor support
- ✓ Monthly start dates
- ✓ No college attendance
- ✓ Pay monthly options

Entry requirements

There are no formal academic entry requirements in order to undertake our Level 3 qualification. However, study at Level 5 requires you to be working in a role with significant span of control and management responsibility.

Assessment

Course units are assessed by written assignments, written questions, reflective reviews and learning logs.

APPRENTICESHIP OPTIONS ARE AVAILABLE

Visit pages 32-33 for more information.

Course Content

These qualifications cover topics including:

- » Developing People
- » Motivation
- » Recruitment and Selection
- » Stress and Conflict
- » Planning Change
- » Managing Projects
- » Leadership
- » Planning and Allocating Work
- » Briefing and Presentations
- » Managing Customer Relations
- » Health & Safety/Discipline

A top-up programme is available for those who have already achieved the Level 5 Certificate in Leadership and Management and wish to go onto study the level 5 diploma.

ILM Level 3 Certificate in Leadership and Management

12 months

Awarded by the ILM, this qualification is ideal if you are either in your first management role, or are looking to gain a qualification in order to progress into such a role.



ILM Level 5 Certificate in Leadership and Management

12 months

Ideal if you are currently working in a supervisory or middle management role and are looking to progress into senior management and raise your profile as a leader within the workplace.



ILM Level 5 Diploma in Leadership and Management

18 months

Awarded by the ILM, this professional qualification is ideal if you are currently working in a middle management role and are looking to progress into senior management and raise your profile in your organisation.



Explore our leadership and management courses



Our Leadership and Management Apprenticeships

Our apprenticeships learners to gain management skills and experience on-the-job, whilst studying towards a recognised qualification.

Key facts

- ✓ Tutor support
- ✓ No college attendance
- ✓ Start at any time
- ✓ 6 hrs per week OTJ training

Assessment

Throughout the apprenticeship you will complete an online portfolio. You will also undertake an End Point Assessment (EPA) by an independent assessor. This consists of a knowledge test, competency-based Interview, portfolio of evidence assessment and professional discussion. At level 5, the EPA will also include a presentation on a work based project.

Unless exempt, Level 2 Functional Skills in Maths and English are also undertaken which are assessed via online examinations and practical assessments.

Course Content

These qualifications cover subjects including:

- » Operational Management
- » Project Management
- » Finance
- » Leading and managing people
- » Building relationships
- » Communication
- » Self-awareness and management
- » Decision making

Visit our website for the full content summary at each level. As an apprentice you will spend six hours per week on off-the-job (OTJ) training, e.g. college work, portfolio work etc.

Entry requirements

Ideally, you should have 5 GCSEs at grades C/4 or above including English Language and Maths. You will also need to be living and working in England in a suitable leadership role and earning at least the National Minimum Wage for Apprentices.



Team Leader/ Supervisor (Level 3 Apprenticeship)

18 months

As a team leader you will be responsible for managing a team, planning and utilising resources and delivering plans to achieve projects and goals.

If you have just stepped into your first management job, or have been working in a leadership role for some time but are looking to learn new management approaches, this apprenticeship could be ideal for you.

Operations/ Departmental Manager Level 5 Apprenticeship

24 months

Working as a manager of a department or team, you will have a range of responsibilities such as managing projects, growing talent and mentoring staff members. If you have some experience of managing a team but have not had any formal or theoretical training, this apprenticeship is for you!



Explore our leadership and management apprenticeships



Coaching and Mentoring

Our coaching and mentoring qualifications will develop your ability to influence, guide and develop those around you. They are suitable for anyone tasked with mentoring and coaching new or more junior members of a team in a supervisory or leadership role in the workplace.

Developing mentoring and coaching at work is a benefit to everyone in an organisation, as it will create a positive working environment where communication and team spirit are the foundation of the workplace, which are key factors in the success of a team and business.

**Explore our
coaching and
mentoring
courses**



Our Coaching and Mentoring Qualifications

Our coaching and mentoring qualifications will develop your ability to influence, guide and develop those around you.

Key facts

- ✓ Tutor support
- ✓ No college attendance
- ✓ Four half-day sessions
- ✓ Pay monthly options

Entry requirements

There are no formal academic entry requirements to work towards this qualification. However, you should be in a role involved in coaching and mentoring other team members and be able to show a dedication to developing the individual talents of other colleagues.

Assessment

The qualification requires the completion of written assignments and a combination of a reflective journal and portfolio.

APPRENTICESHIP OPTIONS ARE AVAILABLE

Visit pages 38–39 for more information.

Course Content

These qualifications cover units including:

- » Understanding good practice in workplace coaching
- » Undertaking coaching in the workplace
- » Reflecting on coaching skills
- » Understanding good practice in mentoring in organisational context
- » Reflecting on mentoring skills

Visit our website for the full content summary at each level.

WHAT NEXT?

On completion of these courses you may wish to continue studying to a higher level in coaching by undertaking a leadership and management qualification.

Visit pages 28–33 to find out more.



ILM Level 3 Award in Coaching

6 months

Awarded by the ILM, this nationally recognised qualification is ideal if you are involved in coaching and supporting staff in your workplace; particularly if you are new to a supervisory or leadership role and are looking for formal training.

ILM Level 3 Certificate in Effective Coaching and Mentoring

6 months

This nationally recognised qualification is ideal if you are involved in coaching and mentoring staff in your workplace; and want to learn tools and techniques that will enable you to succeed in coaching at work.

[Explore our coaching and mentoring courses](#)



Level 5 Certificate in Effective Coaching and Mentoring

6 months

Awarded by the ILM, this professional qualification is designed to develop your ability to influence, guide and develop those around you. Ideal for those looking to progress into more advanced supervisory roles.



Our Coaching and Mentoring Apprenticeships

Key facts

- ✓ Tutor support
- ✓ No college attendance
- ✓ Start at any time
- ✓ 6 hrs per week OTJ training

Entry requirements

You should have a good standard of English and Maths. If you don't already hold certificates evidencing English and Maths at Level 2 or equivalent you will need to complete Functional Skills as part of your apprenticeship.

You will need to be living and working in England in a suitable role, earning at least the NMW for apprentices.

Assessment

You will undertake an An End Point Assessment (EPA) which consists of observations, a professional discussion, and a portfolio of evidence. Level 5 also requires a knowledge test. Functional Skills are assessed via online examinations and practical assessments.

Course Content

The level 4 apprenticeship covers units including:

- » Roles and responsibilities of the mentor
- » Professional boundaries, ethical requirements
- » Keeping appropriate records
- » Demonstrating respect and resilience throughout the role

The level 5 apprenticeship covers units including:

- » Theories of learning and reflective practice
- » Impact of leadership styles on individuals and their behaviour
- » Time management
- » Using questioning and feedback to support improvement

Visit our website for the full content summary at each level.

As an apprentice you will spend six hours per week on off-the-job (OTJ) training, e.g. college work, portfolio work etc.



Explore our coaching and mentoring apprenticeships

Level 5 Coaching Professional Apprenticeship

24 months

The Level 5 Coaching Professional Apprenticeship is a practical, evidence-based course designed for those who wish to develop their skills to actively listen, provide feedback and use coaching and mentoring to advance their performance. This apprenticeship is ideal for those working in a role where there is a responsibility to improve performance of individuals and teams.

Level 4 Learning and Skills Mentor Apprenticeship

18 months

The Learning and Skills Mentor Level 4 Apprenticeship is designed for those in a role where they support others to develop themselves through training and development.



Education

Great teachers, assessors, quality assurers and advisors help us find the information we're looking for and reach our potential every single day.

Our education qualifications are designed for those working, or looking to enter, roles in assessment and quality assurance, as well as those who regularly provide information, advice and guidance (IAG) in their every day roles.

Explore our
education
courses



Our Information, Advice and Guidance Qualification

Awarded by VetSkill, this qualification will allow you to develop the skills and knowledge needed to work in roles where you'll be providing information, advice or guidance on a daily basis.

Key facts

- ✓ Tutor support
- ✓ No college attendance
- ✓ Start any at time
- ✓ Online learning

Entry requirements

There are no formal academic entry requirements for learners to undertake this qualification; however you must be either employed or volunteering a role where you are required to provide Information, Advice or Guidance.

Assessment

Course assessment consists of completing a portfolio of evidence.

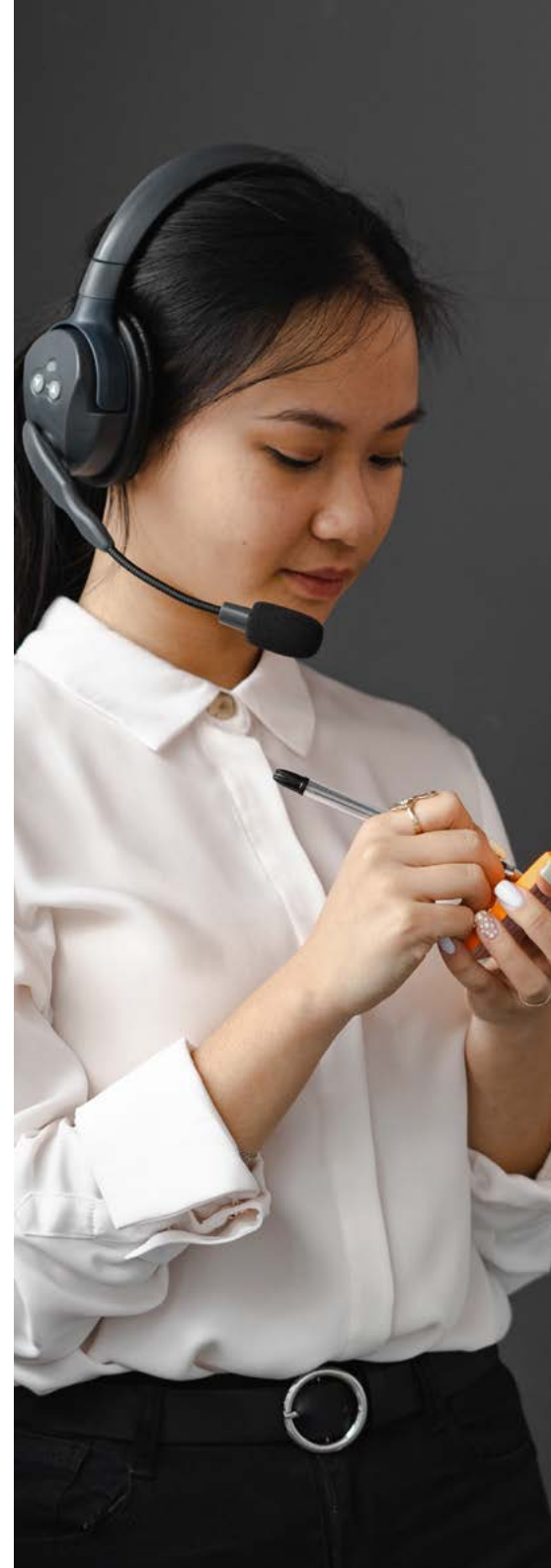
What our students say:

- "I have enjoyed learning new skills and applying some of these to my job"
- "The tutors are very helpful and supportive and provide me with regular reviews on my progress"
- "The course fits around my everyday work making this easy to complete"

Course Content

Throughout the course the following units are undertaken:

- » Introduction to Information, Advice or Guidance (IAG)
- » Developing communication skills when providing Information, Advice or Guidance
- » Client choices and potential barriers when providing Information, Advice and Guidance
- » Signposting and referral in Information, Advice and Guidance
- » Providing Information, Advice or Guidance to clients



VetSkill Level 2 Award in Information, Advice or Guidance

6 months

This qualification will allow you to develop the skills and knowledge needed to work in roles where you'll be providing information, advice or guidance on a daily basis.

Covering areas from communication to signposting and referral, those who complete the qualification will be fully equipped to provide information, advice and guidance in either a voluntary or professional role.

Explore our Information, Advice and Guidance course



Our Training, Assessment and Quality Assurance Qualifications

These TAQA qualifications are ideal for those who are in assessment roles.

Key facts

- ✓ Regular tutor support
- ✓ Start at anytime
- ✓ No college attendance
- ✓ Online learning

Entry requirements

There are no formal entry requirements but a basic competency in English and maths will be necessary, and it is expected that all assessors and quality assurance individuals have occupational competence in the areas that they are assessing in.

You will also need to be working in a role that involves assessment of learners

Assessment

Assessment for this qualification is by a combination of written answers, work related portfolio evidence, professional discussion and observed assessment.

Course Content

Some of the subjects explored in these qualifications include:

- » Understanding the principles and practices of assessment
- » Assess occupational competence in the work environment
- » Assess vocational skills, knowledge and understanding
- » Understanding the principles and practices of internally assuring the quality of assessment
- » Internally assure the quality of assessment

Visit our website for the full content summary at each level.



Level 3 Award in Assessing Competence in the Work Environment

6 months

For practitioners who assess the demonstration of competence in a work environment using a variety of assessment methods.

Level 3 Certificate in Assessing Vocational Achievement

6 months

For practitioners who may use a full range of assessment methods based upon sound assessment principles.

Level 3 Award in Assessing Vocationally Related Achievement

6 months

For practitioners who assess knowledge and/or skills in vocationally-related subject areas using a range of assessment methods.

Level 3 Award in Understanding the Principles & Practices of Assessment

6 months

A knowledge-only award for those starting their journey as an assessor, or who need to know about assessment practice but are not currently practicing.

Level 4 Award in the Internal Quality Assurance of Assessment Processes & Practice

6 months

Internal quality assurance of the assessment process.

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

6 months

Ideal for those new to internal quality assurance.

Functional Skills

Our Functional Skills courses cover the key English and maths skills needed to get ahead in life, work and training.

Undertaking a qualification in Functional Skills offers many benefits. Developing skills such as communication and problem solving, for example, is a great way to increase confidence and give yourself the freedom to take charge of tasks and situations that you might have ordinarily relied upon others to handle in the past.

Professionally, undertaking a qualification that demonstrates maths and English skills to employers can give you a competitive edge in the jobs market, meaning that more jobs and opportunities for promotion may become available to you.

Additionally, Functional Skills form a vital part of all apprenticeship frameworks in England and can, in some cases, be used to progress onto high level programmes of study.

Explore our
functional
skills
courses



Our Functional English Qualifications

Functional Skills are ideal if you wish to get ahead and up skill for progression in the workplace or prior to enrolling onto a higher level programme.

Key facts

- ✓ Regular tutor support
- ✓ Start at any time
- ✓ No college attendance
- ✓ Pay monthly options

Entry requirements

There are no formal academic entry requirements.

Assessment

Practical assessments, written assignments and online examinations are required depending on the course studied.

Attendance at a City & Guilds examination centre is needed to complete the online examination.

What our Business School students say:

"The tutors are very helpful and supportive and provide me with regular reviews on my progress"

Course Content

Over the course of the qualifications you will look at:

Speaking, listening and communication

- » Take full part in formal and informal discussions (L1)
- » Make a range of contributions to discussions in a range of contexts, and make effective presentations (L2)

Reading

- » Read and understand a range of straightforward texts (L1)
- » Select, read, understand and compare texts and use them to gather information, ideas, arguments and opinions (L2)

Writing

- » Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience (L1 & L2)

Level 1 Functional Skills in English

6 months

This online, distance learning course covers the key skills behind speaking, listening, reading and writing effectively.

You will understand how to write a range of texts conveying ideas and opinions, in a manner suitable to different audiences.

Level 2 Functional Skills in English

6 months

This course is ideal for anyone wishing to develop the practical English and communication skills required in everyday life, education and work.

Learn how to confidently lead discussions and deliver presentations about both familiar and unfamiliar topics.

Explore our functional skills courses



Our Functional Maths Qualifications

Functional Skills are ideal if you wish to get ahead and up skill for progression in the workplace or prior to enrolling onto a higher level programme.

Key facts

- ✓ Tutor support
- ✓ Start at any time
- ✓ No college attendance
- ✓ Pay monthly options

Entry requirements

There are no formal academic entry requirements.

Assessment

Written assignments and online examinations are required. Attendance at a City & Guilds examination centre is needed to complete the online examination.

Explore our
functional
skills
courses



Course Content

Over the course of the qualifications you will look at:

Representing

- » Understand practical problems in familiar and unfamiliar contexts and situations, some of which are non-routine
- » Identify and obtain necessary information to tackle the problem
- » Select mathematics in an organised way to find solutions

Analysing

- » Apply mathematics in an organised way to find solutions to straightforward practical problems for different purposes.
- » Use appropriate checking procedures at each stage

Interpreting

- » Interpret and communicate solutions to practical problems, drawing simple conclusions and giving explanations



Level 2 Functional Skills in Maths

6 months

Ideal for those looking to build upon their problem solving skills, this functional skills maths course will allow you to understand how to identify problems, apply maths to find solutions, and evaluate the effectiveness of solutions at every stage.

Level 1 Functional Skills in Maths

6 months

This course covers the basic maths skills and knowledge needed to confidently analyse, represent and interpret information and data.

Learn how to use maths to draw conclusions, give explanations and solve problems.



Our Alumni

Many people have chosen to study at CAW Business School since we started to offer business and accountancy programmes in 2012.



L2 Apprenticeship in Business Administration

After completing a business administration apprenticeship, Lucy secured a permanent role with Health Education East of England...

"I have loved the independence and confidence I have gained during my time as an apprentice, I'm achieving, earning and learning and I couldn't have asked for better support. I have now secured a permanent role with Health Education England."



AAT Level 4 Diploma in Professional Accounting

Danielle completed her AAT levels 2, 3, and 4 with CAW Business School leading to a secondment abroad for three years...

"All the hard work paid off when I got my highest mark at level 4 in my final exam, 95%, I couldn't believe it. Professionally I have just secured a secondment and am working abroad for 3 years. I know I will go from strength to strength and my AAT qualification will help me get there."

Stay connected

After you complete your studies with CAW Business School, you will be invited to join our alumni association.

Receive an Alumni newsletter

Hear about past student successes and share your own

Enjoy member discounts on CPD

Find new career opportunities

Keep up-to-date with the latest industry news



Fees and Finance

Pay As You Learn

Our 'Pay As You Learn' scheme allows students the option to pay course fees (excluding professional or awarding body fees) on a monthly basis.

Professional and awarding body fees are payable in full before the commencement of the course.

Advanced Learner Loan

If you are 19 years of age or older you may be eligible to apply for an Advanced Learner Loan.

It is easy to apply; there is no credit check and your household income isn't taken into account, and what's more, you won't have to pay anything back until you earn over £27,295 a year!

CAW Loans2Learn Scheme

The CAW Loans2Learn scheme is a personal loan that can help you to spread the cost of your course into manageable payments. The loan can be used to fully or partially cover your course fees (but does not cover any awarding body fees, such as enrolment and examination fees). The loan works in a similar way to a bank loan, and it is not provided from the ESFA or any other government department, and is not related to any student finance.

Grants, Bursaries and Additional Help

To help you find financial assistance to support your training costs, we have gathered information on various grants, bursaries and additional funding information on our website, however this list is not exhaustive.

We recommend that you take the time to have a look through and consider if any of these are applicable to you.

TOTUM Card (previously NUS Extra)

With an average saving of over £500, the TOTUM card can help you save on your purchases. You could save on fashion, music, health, food and drink and more!



**Fees and
funding
information**

Events

Open Days

Our open days, give you a chance to get a taste of college life and find out how we can help you plan for your future career goals! This is a great opportunity to talk to tutors, have a tour of the facilities and find out more about our courses and what it is like to study with us.

Continuing Professional Development (CPD)

We run a range of half-day short courses suitable for those working in supervisory or managerial roles. Recent offerings include team development, presentations, customer relations and health and safety.



Stay in the know...

Sign up to our email newsletter and you will be the first to hear our latest news, details of upcoming events, courses and offers.

We're social...

Follow us on social media, to stay connected and get an insight into CAW and like-minded people!



Stay informed of current apprenticeships

Apprenticeships are an amazing opportunity to get paid a salary whilst gaining valuable experience in the workplace – all whilst studying for a recognised qualification! Keep an eye on our website for the latest apprenticeship opportunities.

[Subscribe to our newsletter](#)

[View apprenticeship vacancies](#)



Apply

If you're ready to begin your new career, apply to study with us today.

Course Application

Find your course on our website, click the "Apply now" button, create an account and start completing the application form. You can leave the application at any time, just log back in to continue.

Enrolment and Interview

Submit your proof of identity and other documentation. You may be asked to attend an enrolment day or interview at the college, or via telephone with a member of our programme teams.

Start Learning

Unlike many other colleges, our induction process starts before you get to college with our online induction courses, maximising your time in learning.



Contact Us

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