

Information and Guidance for Employers and Learners

NVQ Diploma in Construction using Offsite Manufactured Assemblies - Modular and Portable Building

On Site Assessment and Training (OSAT)

Updated: August 2021





learning hub

Information and Guidance (IAG)

- What it means being a learner
- What is involved in the [mpba](#) programme
- An outline of the responsibilities of a learner, the employer and of the [mpba](#) as the training provider
- The role of the independent assessor



Program Benefits

- Gaining key knowledge to enable you to fulfil your job role effectively and to the industry standard defined by the industry
- Developing the essential core skills that enable you to work competently within your job role and to the required level
- Gaining nationally recognised qualifications

Roles and Responsibilities

Learner	Must be over 16 and gainfully employed by the employer. There is no upper age limit. The learner should be motivated to learn and eager to work.
Employer - Mentor	An important role, the mentor must work in the same location as the learner and have the ability to guide and support the learner's activity. It does not need to be someone that the learner works for or directly with, the mentor role can be a discrete one. A learner could have multiple mentors. Mentors may attend part of the workplace review with the learner.
Employer - Manager	The learner's manager has an important role within the learning program to ensure there is continual progress of the program. This could be with the arrangement of appropriate work experience or with the direct encouragement of the learner. The manager must attend an element of each workplace review.
Tutor	As the learner's main point of contact within the training organisation the tutor is the guide through the learning process. Delivering part of the course, arranging specialist training, driving the workplace and remote reviews the tutor is the key person within the training organisation. The tutor is also available outside of specific meeting to provide support and guidance.
Specialist Tutor	There may be several specialist tutors throughout the course of learning that have a specific knowledge or skill to pass on to the learner.
Independent Assessor	The independent assessor is engaged by the training provider to ensure that the learner has met all elements of the qualification knowledge, skills and behaviors.



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Learning Partnership Agreement

An agreement for learning *between*

- An employer with the intention and capability of employing the learner to completion of their training and assessment and securing their longer-term future
- A learner who is motivated to learn and work diligently to complete their training and assessment
- Training and support delivered by the mpba as the specialist training provider



Learning Outcomes

The following qualifications will be completed as part of the program:

- Level Two NVQ Diploma in Construction using Offsite Manufactured Assemblies - Modular and Portable Buildings
- Level One Health and Safety Awareness in Construction (NOCN SiteRight)
- ecs/mpba Level One: Pre-delivery Electrical Condition Inspection, Testing and Reporting and Level Two: In-Service Electrical Repair, Modification and Maintenance
- CPCS A40 Slinger/Signaler (or equivalent)

Qualification Level

- The training is a work-based programme
- The learner is provided 18 months to complete the program with a further 3 months for the independent assessment towards the NVQ Level 2
- The Level 2 qualification is an Ofsted regulated qualification quality assured by NOCN Group (previously Cskills)
- The equivalent education level of the qualification is of having five 9 – 4 Level GCSE's (aka A* - C Level)
- Elements of the course attract funding from CITB



Knowledge, Skills and Behaviors (KSB)



As with an apprenticeship program the learner will be expected to demonstrate a series of Knowledge, Skills and Behaviors.

The specific KSB will be against the apprenticeship standard for a construction assembly and installation operative as developed by the mpba and its members.

<https://bit.ly/3g9ehrU>

The Learner Journey



During the first four weeks of the learner journey the focus will be on the provision of the base information to complete the course of learning whilst the employer will embed into their organisational processes and procedures.

The Learner Journey



Following the induction period, the following 72 weeks will provide a structured approach to learner with regular off the job training (including specifically selected courses) and workplace assignments to be conducted under the watchful eye of a mentor (or mentors).

The Learner Journey



On completion of the training program a 12-week window will be allowed to complete the assessment by an NOCN approved assessor. The assessment period may not require the full 12-week period if the learner portfolio is of a high standard.

The Learner Journey



Following a successful assessment, the learner will be awarded the qualifications achieved and a certificate of completion by the mpba.

The learner will then be able to apply for the Skilled Worker CSCS (Blue) Card.

Components of the Training Program

- Attending regular taught sessions with a tutor or specialist trainer. This could be online, in person at your workplace or at a specific location.
- A workplace review every 10-12 weeks. This could involve your tutor observing you undertaking a task or series of tasks in the workplace as part of your normal duties ('on-the-job'), discussions with your mentor and line manager as appropriate.
- Remote reviews (conducted via TEAMS and/or phone) with your tutor in-between workplace reviews where specific, measurable, achievable, realistic, and time bound goals to achieve your work will be set within the learner e-portfolio.
- Work based projects to complete with the support of employer mentor and line manager.

Program Detail (1)

The program detail has been developed to dovetail KSB development across the requirements.

Week	Tutor Led Activity	Course Module	Remote Activity	Workplace Activity
1	Portfolio Introduction	Safeguarding and PREVENT	PD	Induction/ General Activities
2		Health and Safety in Construction		
3				
4			PD	
5	Workplace Review	Portable Buildings (Introduction)	PW	Joinery and Fitting (Level One)
6			Manual Handling	
7		Materials	PW	
8			PW	
9	Remote Review	Tools and Equipment	PW	
10			PW	
11			PW	
12		Communication Skills	PW	
13			Working at Heights	
14			PW	
15				Painting
16				
17				
18		Introduction to Painting	PW	
19	Workplace Review	Developing Risk Assessments	PW	
20			PW	
21			PW	
22			PW	
23	Remote Review	Interpreting Information	PW	
24		CPSC A40 / ALLMI Slinger Signaller		

Course modules cover specific topics to provide required level of core knowledge

Program Detail (2)

Week	Tutor Led Activity	Course Module	Remote Activity	Workplace Activity
25		Introduction to Plumbing	PW	Plumbing
26			PW	
27			PW	
28			PW	
29			PW	
30	Workplace Review	Modular Buildings (Introduction)	PW	
31				
32				
33		Level One Electrical		Electrical
34		Mobile Welfare Units	PW	
35		Level Two Electrical		
36	Remote Review		PW	
37			PW	
38			PW	Joinery and Fitting (Level 2)
39			PW	
40			PW	
41			PW	
42	Workplace Review	Time Management	PW	
43			PW	
44			PW	
45			PW	
46			PW	
47	Remote Review		PW	
48			PW	
49			PW	
50			PW	
51			PW	
52			PW	

The workplace activity is matched to the development of portfolio workbooks, to develop the key skills in specific areas.



Program Detail (3)

Week	Tutor Led Activity	Course Module	Remote Activity	Workplace Activity
1	Workplace Review	Customer Service Skills	PW	Building Installation and Decommissioning
2			PW	
3			PW	
4			PW	
5			PW	
6	Remote Review	Sustainability	PW	
7			PW	
8			PW	
9			PW	
10			PW	
11			PW	
12	Workplace Review	Preparation for Assessment	PW	
13			PW	
14			PW	
15				
16				
17				
18			PW	As Required
19			PW	
20			PW	
21			PW	
22	Remote Review		PW	
23			PW	
24			PW	
25			PW	
26			PW	

The program is flexible for each learner/employer to ensure that the required workplace activity is available to complete.

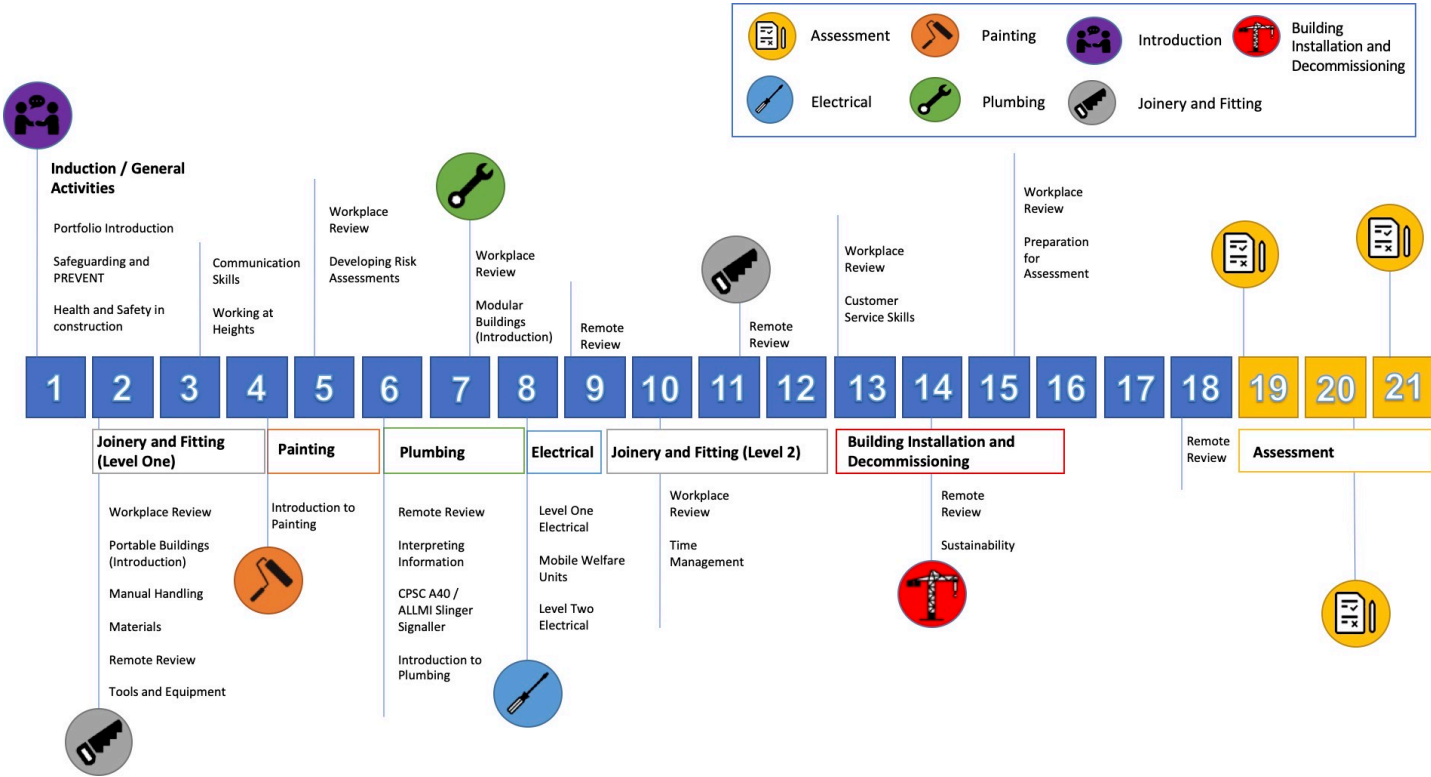
At each workplace review the order/content can be modified within reason, as long as it is not detrimental to the learner.

The final nine weeks of the program is flexible to enable the learner to work on any skills or knowledge gaps identified.





Program Summary

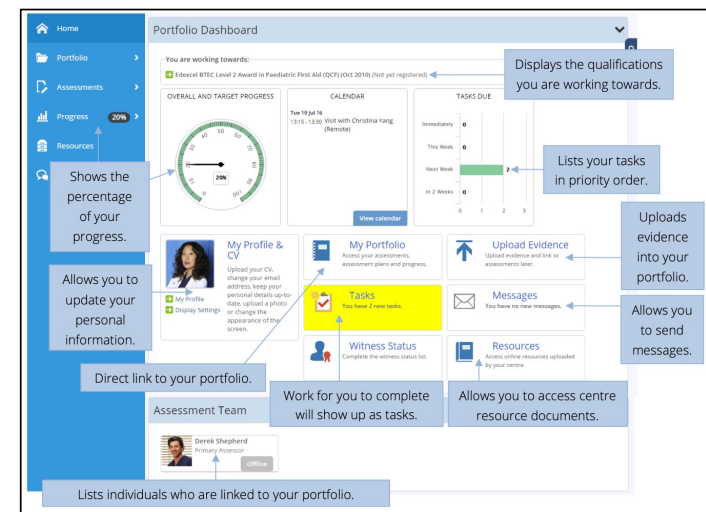


The e-portfolio

The learner will be provided access to an e-portfolio to manage their progress, interact with their tutor, access course material and upload evidence.

Access to a laptop, tablet or computer terminal will be required for the duration of the training program and will be required to regularly submit entries to a learning journal.

The portfolio will be used by the course tutor and external assessor to map evidence against qualifications.



Off the Job Training (20%)

- As part of the program, a learner has to demonstrate 20% learning as “off the job” training
- It there anything in the workplace that is new learning and moves a learner towards the successful completion of the program, which might include:
- All workshops relating to the training program (excluding functional skills)
- Being coached and/or mentored in relation to developing skills in a job role
- Team meetings eg. about implementing a new procedure at work or introducing an improvement to existing processes
- Attending conferences/reading relevant publications including in-house magazines
- A learner will be responsible to record OJT in their portfolio

Functional Skills

- New learners will complete initial assessments in English, Math's and ICT (if required) and a learning style questionnaire
- This will inform what level of functional skills learners are working at
- Learners who are more than 1 level below the required level of functional skills for the training program they are applying for, will not be able to progress
- We can discuss next steps to upskill English and Math to prepare to apply again
- If you do not already have the qualifications at the relevant level required to achieve your apprenticeship, you will need to undertake functional skills in English, Math and possibly ICT
- In order to complete functional skills qualifications, you will be required to develop your knowledge via our functional skills program

Progress and Commitment

- Continual progress is essential to the program and regular progress reviews will be undertaken between learner, employer and tutor
- Tracking of your progress is provided quarterly to the training and development lead within the learner employer
- Learner progress is monitored, and automatic reminders are sent to you following our policy and procedures
- The main dashboard on the ePortfolio will provide a visual indication of progress

Learner Responsibilities

- Complete the work required, meeting the targets set by your tutor
- Attend all training sessions made available to you
- Communicate clearly and regularly with your tutor, mentor and assessor
- Commence functional skills as required.
- Show the required attitude and behavior to succeed
- To sign the commitment statement

Employer Responsibilities

- To train and develop you in your workplace, providing a supportive workplace with coaching and mentoring support
- Involvement in monitoring your progress via formal progress reviews
- Provide the required IT to manager portfolios
- Ensure you are provided with a safe working environment
- Action any cause for concerns or lacking in progress issues
- To sign the training agreement and commitment statement

mpba Responsibilities

- To create individual learning plans
- To identify any recognition of prior learning
- Provide high quality training, support and assessment
- Provide regular feedback, identify development opportunities
- Certification on successful completion of your apprenticeship
- Discuss further learning/progression opportunities
- Adapt delivery and assessment to meet individual needs where applicable
- To sign the training agreement

Onboarding

Prior to joining, the employer is to provide learner details in the form of a curriculum vitae and any summary information relating to the position offered.

The learner will also require a dedicated email address.

During the first week of joining an employer session will be arranged (remote or in person - tbc) with the learner to carry out the training program induction and introduce portfolio systems and wider resources to the learner.

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