PROFILING QUESTIONAIRE

Welcome to Endeavour Training and Assessment UK Ltd Profiling questionnaire. As a high-quality training provider, we need to ensure that all of our learners who sign up with us are able to achieve their chosen qualification in the best possible way and be confident that they will be supported throughout the process from start to finish.

Making sure that each learner is matched to the correct qualification is key to ensuring that our joint goals are achieved. This process is simple, we do however need you (the learner) to be completely honest in the answers given in this questionnaire. There are 2 steps to this part of the process.

Step 1: Complete the information below and return it to us, without this information we can’t proceed any further.

**Parts A** and **B** need to be completed by you; **Part C** is for the allocated assessor to compete once the telephone discussion has taken place.

Step 2: Once we receive your completed Part A and B back a member of Endeavour Training team will be in touch by telephone to discuss with you the information provided and evaluate the best NVQ for you. In some circumstances this may be a different level than you had originally thought, this will be based on the on the completed forms and follow on from the telephone discussion. The assessor will use his knowledge and experience to ensure that you can are placed at the correct level of NVQ to be able to achieve the qualification to the standard and criteria required by the awarding body. This should be seen as a positive, rather than a judgement on your ability. As a responsible provider we want you to achieve your qualification and not be set up to fail.

**ALL** the fields must be completed by you and be to the best of your knowledge and understanding.

**Part A Please complete the following personal information**

|  |  |
| --- | --- |
| **Title of qualification interested in?** | Choose an item. |
| **Title** | Choose an item. | **Forename** |  | **Surname** |  |
| **D.O.B** |  | (dd/mm/yy) | **Gender** | Choose an item. | **National Insurance Number** |  |
| **Home Address** |  | **Post Code** |  |
| **Home Phone** |  | **Mobile Phone** |  |
| **Email** |  | **First Language** |  |
| **Employers Name** |  | **Employers Contact Name** |  |
| **Employers Address** |  |
| **Employers Contact Email Address** |  | **Employers Contact Phone** |  |
| **Have you been a legal resident of the UK /EEA for the last 3 years?** **Tick Box Yes/No** | **YES** |[ ]  **NO** |[ ]
| **Do you have a Disability and/or Learning Disability?**(Will you need any support or special considerations to achieve your chosen qualification?) | **YES** |[ ]  **NO** |[ ]

**Part B Please complete the following profiling questions for the**

 **L3 Occupational Work Supervision NVQ**

**Mandatory units, a response is required in each box please.**

Please answer the following questions to the best of your understanding and ability. To ensure the authenticity of this profiling process, please do NOT ask anyone for help (including Google).

|  |  |
| --- | --- |
| **TOTAL CREDITS MANDATORY UNITS 1-5, 52** | For office use |
| Unit 1: Confirming work activities and resources for an occupational work area in the workplace | Briefly describe how do you allocate tasks to operatives completing the work |  | Credit value 10[ ]  |
| What can affect progress of work on your project? |  |
| What methods of checking do use to check progress of work against the programme? |  |
| Unit 2: Developing and maintaining good occupational working relationships in the workplace | How do you promote goodwill, trust and respect? |  | Credit value 8[ ]  |
| How often do you deliver briefings to operatives before work commences for the day?  |  |
| Unit 3: Confirming the occupational method of work in the workplace | How do you communicate work methods to your operatives? |  | Credit value 11[ ]  |
| List 4 sources of information that you use on a daily basis |  |
| Unit 4: Implementing and maintaining health, safety and welfare in the workplace | When did you last give a toolbox talk and what was it about? |  | Credit value 11[ ]  |
| Describe 3 systems you have in place to manage Health, Safety and Welfare |  |
| Unit 5: Co-ordinating and organising work operations in the workplace | What is your understanding of the F10? |  | Credit value 12[ ]  |
| What is your input into the managing and storage of materials? |  |
| List 4 areas of work that you directly supervise and report on |  |
| **OPTIONAL UNITS 6-11, please choose an item for each unit to show your level of involvement. 15 CREDITS REQ.** |
| Unit 6: Allocating and monitoring the use of plant and equipment in the workplace | Are you involved in this aspect of construction management to any degree?  | Choose an item. |
| Unit 7: Monitoring progress of work against schedules in the workplace | Are you involved in this aspect of construction management to any degree?  | Choose an item. |
| Unit 8: Confirming work meets quality standards in the workplace | Are you involved in this aspect of construction management to any degree?  | Choose an item. |
| Unit 9: Implementing procedures to support the team’s performance in the workplace | Are you involved in this aspect of construction management to any degree?  | Choose an item. |
| Unit 10: Co-ordinating and confirming dimensional control requirements of the work in the workplace | Are you involved in this aspect of construction management to any degree?  | Choose an item. |
| Unit 11: Contributing to the circulation of construction related project information in the workplace | Are you involved in this aspect of construction management to any degree?  | Choose an item. |

Thank you for completing this form. Please save this file to your computer and then email it to paul.kent@endeavour-learning.co.uk You will receive confirmation of receipt and an invitation to complete the telephone profiling to discuss your application above. Many thanks for taking the time to complete this and we look forward to helping you achieve your qualification.

 **Paul Kent - Head of Training. 07951788930 - 02038 654 374**

 **Part C (for office use only) Profiling Validation Result for the L3 NVQ**

**Eligibility (tick as appropriate)**

YES – the learner can meet the qualification [ ]

NO – the learner needs to be referred [ ]

Is the learner’s literacy level suitable to meet the qualification and industry demands? Choose an item.

Date of Validation Click or tap to enter a date. Confirmed Level Choose an item.

Credit Value:

No of units chosen:

Summary of learner’s current competence including IAG delivery and referral, this can be a recording or written statement below.

STATEMENT.

Identified Units

MANDATORY

Unit 1: Confirming work activities and resources for an occupational work area in the workplace

Unit 2: Developing and maintaining good occupational working relationships in the workplace

Unit 3: Confirming the occupational method of work in the workplace

Unit 4: Implementing and maintaining health, safety and welfare in the workplace

Unit 5: Co-ordinating and organising work operations in the workplace

OPTIONAL

Choose an item.

Choose an item.

ANY FURTHER TRAINING IDENTIFIED TO COMPLETE THE NVQ? Choose an item.

NATURE OF TRAINING REQUIRED?

SIGNATURE OF ASSESSOR COMPLETING THIS PROFILING.

SIGN HERE.

DATE COMPLETED. Click or tap to enter a date.