



EAL Level 2 and 3 NVQ Diploma FAQs

Who are QCF NVQ qualifications for?

Just about anyone and everyone. QCF NVQ qualifications are about competence in the workplace. Any person wanting a QCF NVQ qualification must actually be doing the work to be able to be properly assessed for competence.

Where are QCF NVQ qualifications undertaken?

They can be undertaken in the workplace, in a college, or through a training provider. For lift, escalator, stairlift and lifting platforms all QCF NVQ qualifications are undertaken in the workplace.

When do courses start?

There are no pre-set start dates, which means that a learner can be registered at any time of the year. Individuals can start with one unit and progress at their own rate. QCF NVQ qualifications are assessed by performance in the workplace rather than relying totally on knowledge learnt for an examination. The emphasis is on the ability to do the job in the time and to the standards of quality expected by the company. Standards are maintained by continual assessment, this means that learners undergoing a QCF NVQ qualification can expect to see their assessor on a regular basis.

How long does it take to complete a QCF NVQ qualification?

There is no hard and fast guidance as it depends on the level of the qualification, exposure to the relevant work and the previous experience of the learner. There are other variables too, such as the learner's commitment, recording of work (evidence) and the involvement of the company in planning the person's programme. However as a rough guide, a new entrant to the industry who has completed their first year basic training will take approximately 2 to 3 years to complete a level 3 QCF NVQ qualification.

How do I start/ register to do a QCF NVQ qualification?

Speak to your company training department or person responsible for training.

What's the process for doing a QCF NVQ?

QCF NVQs operate as follows:

1. There is no set start date. Your training department should contact a Training Provider (details on our website), they will advise their pricing and take a candidates details and forward them to LEIA with a request to Register.
2. No previous qualifications are needed as the Certificate is an assessment of competence at doing the work, not academic achievement.
3. LEIA will send out an invoice to your company for the registration fee. Note that this is in addition to the Training Providers charges.
4. Once the registration fee is paid and the registration with EAL is complete, LEIA will send the relevant forms to the Training Provider.
5. Length of time depends upon whether you have the work to be able to be assessed. Some candidates have taken 2years from registration, some have taken 3.
6. When the Training Provider signs you off as competent and returns the forms to LEIA, certification is signed off with EAL, who then print off the certificate which goes via LEIA, then the Training Provider back to your company and you.

What is a portfolio?

A binder or book used to keep all evidence of the competencies that have been undertaken, it also contains information on the assessments, evidence routes and progress. Some Training Providers now use electronic portfolios which means you can access them anywhere from a computer.

How do I record entries into the portfolio?

Entries are evidence of the competencies in the evidence routes. Entries into the portfolio can be written, drawn, photographed, record of a procedure etc., the assessor will help in explaining what is acceptable.



What is a Pathway Unit?

A pathway unit is the awarding body document that specifies the range of equipment and competencies to be assessed. The pathway unit is usually converted into an assessment record by the assessor, which usually is a much easier document to use.

Is there a time limit?

No, however if the learner is on the programme much longer than the estimated times stated above it would need to be questioned why? As a guide a person should not take longer than 4 to 5 years. Also certification must be achieved while the qualification is current with the awarding body.

Are there any entry requirements?

No, but your company may have criteria or a policy on availability of QCF NVQ qualification programmes to employees.

What do I get at the end of the QCF NVQ qualification programme?

Certificates detailing the level of qualification and a list of the units verified. LEIA will be shown as the Assessment Centre, this is important as it signifies the industry in which the qualification was gained.

Is the qualification transferable?

Yes, most usually within the industry, but the QCF Credit system now means that if you did another non-lift-related NVQ, you may be able to claim credit for some units which are common to both.

Is there a central place where my qualification is recorded should I lose my certificate?

Yes, both at the awarding body (EAL) and at LEIA.

We are a company that has limited training resources, how can we progress?

Contact LEIA, a list of training providers registered as assessors and internal verifiers can be supplied. The assessment can be carried out by an arrangement between the company and a training provider.

Do I have to do a level 2 QCF NVQ before a level 3 QCF NVQ?

No, there is no pre-requisite at any level of QCF NVQ qualification. The levels reflect the skills needed to achieve the job.

Can a company appoint an employee as its own assessor?

Yes, but they must have the skills they will be assessing, and will need to undertake some training. Contact LEIA for more information.

Can a company appoint an employee as its own internal verifier?

Yes, to be an internal verifier the person will need to undertake some training. Contact LEIA for more information.