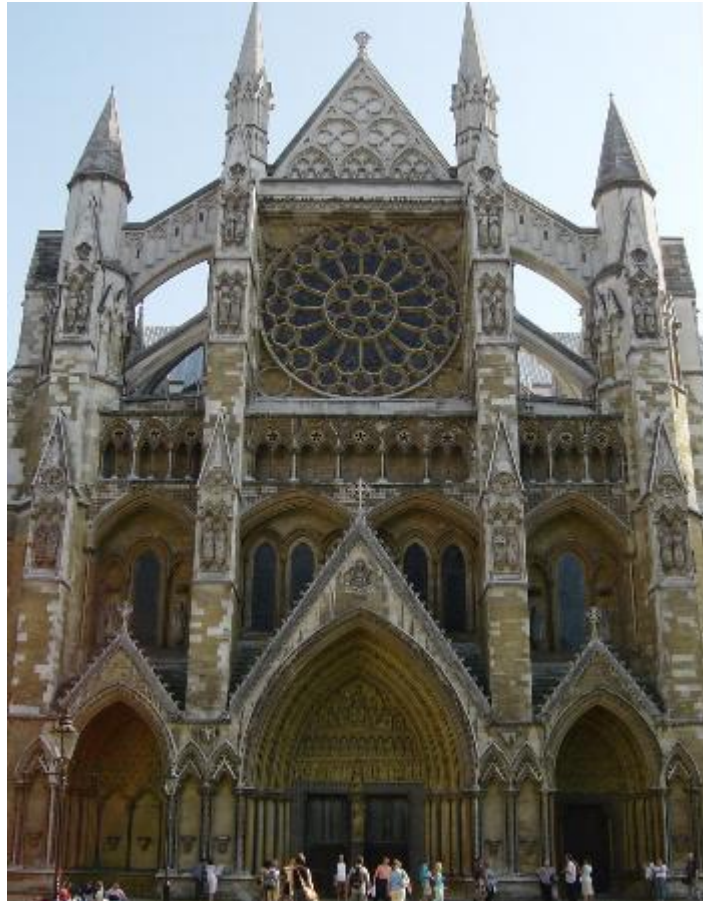


# SEVTA



## BROCHURE

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Centre Manager

## **OUR MISSION**

SEVTA is a vocational training and assessment centre providing Vocational qualifications in various skill sectors. It has been formed to provide expert tuition in diverse academic and vocational courses that spearheads individuals to competitive and employable professions. We are located conveniently in Dartford and are locally advantageous to learners due to our easy accessibility by train and bus routes. We have an excellent learning environment that is not only comfortable but also provides conducive learning.

Our mission is also to review the approach to Vocational qualification assessments, to a realistic and more effective work based learning that equips learners to acquire knowledge they need for their job roles. Hence, the need for learners to undergo training sessions that consist of work shops, case studies and discussions and to have the standards set by the awarding body explained and exposes them to legislation and policies that underpin their occupational areas.

Despite the fact that Vocational is work based learning, it has been confessed by many students who have gone through the qualification that, they do not understand most of the areas essential for their work due to the way their Vocational qualifications were carried out.

We at SEVTA combine both classroom and work based learning to expose and explain to learners why things should be done the way they are done, assessment based on the knowledge and experience is carried out in observations, reflective accounts etc. This way, Britain will achieve the goal of producing competent and a qualified labour force for her industries.

We look forward for an opportunity to provide you with the best possible education in Health and Social Care, Business, Computer Training and other skills.

## HOW TO APPLY

This prospectus describes the programmes offered by the college. Once you have decided on your intended course of study, complete the application attached to this brochure. Home students may be called for an interview based on the information provided. Overseas students will receive a provisional acceptance letter for the course they have applied for and will also be required to pay 50% of their fees before they will be sent an offer letter to apply for their visas.



## QUALIFICATIONS

### Health and Social Care Level 3 Diploma

Total credit for Health and Social Care Diploma level 3 = 58 credits or more

Credits from Group A = 28 credits

Combined credits from Groups B and C = at least 30 credits

**Group A** is the mandatory units and consist of Generic Health and Social Care pathway

### 9 Mandatory Units

- Engage in Personal development in health, social care or children and young peoples settings
- Promote Communication in health, social care or children and young peoples settings
- Principles of safeguarding and protection in health and social care
- Principle for implementing Duty of care in health, social care or children and young peoples settings
- Person centred approaches in health and social care
- Promote and implement health and safety in health and social care
- Promote good practice in handling information in health and social care settings
- The role of the health and social care workers
- Promote equality and inclusion in health and social care setting or children and young peoples settings

## **OPTIONAL UNITS:**

Optional units will be selected from group B and Group C of the list of units. Each unit has a credit value which can be combined to obtain either a level 2 or 3.

Optional units **B** and **C** consist of Dementia Pathway and Learning Disability Pathway.

## **Health and Social Care Level 5 Diploma**

**Duration:** 6-18 months depending on experience and work roles. All delivery is workshops, case studies, class discussions.

### **Entry requirements:**

Candidates who wish to undertake this qualification must be working within a care environment or hope to work in the care industry. They must be working in a managerial position and/or hold an NVQ Level 3

### **Content of qualification:**

Candidate is expected to complete 4 mandatory units plus 4 optional units to a total of 8 units.

The RMA Award comprises of 10 units, 4 are mandatory and 6 are optional.

- Candidate will be advised to select optional units related to their job roles. They are therefore advised to contact the course administrator for more information on the award and a full list of units.

### **Assessing methods:**

Assessment is carried out by the combination of the following:

- APEL
- Observation of performance
- Work products
- Witness Testimonies
- Written assignments/case studies
- Oral/written questions

### **Progression opportunities.**

## **A1 – Assessing Candidates using a range of Methods**

**Duration:** The estimated duration of this award is 6 months; the candidate is required to complete the assessments of 2 units within their area of competence for 2 registered NVQ candidates.

### **Entry requirements:**

Candidates who wish to undertake this qualification must be occupationally competent and hold a minimum of NVQ level 2 or its equivalent.

### **Content of qualification:**

The award structure has 4 elements. These are

- Develop plans with candidates for assessing competence
- Judge evidence against criteria to make assessment decisions
- Provide Feedback and support to candidates and assessment decisions
- Contribute to internal quality assurance

### **Assessing methods:**

Assessment is carried out by the combination of the following

- Observation of performance
- APEL
- Work products
- Witness Testimonies
- Written assignments/case studies
- Oral/written questions

### **Progression opportunities:**

The candidate can progress to the V1 award

## **Level 3 Certificate in IT User Skills (ITQ)**

This qualification is suitable for candidates who are using IT within their job. Units can be taken at a variety of levels which gives flexibility to enable the qualification to match job roles. The qualification will allow candidates to apply knowledge, understanding and skills to a level recognised by employers, thus proving competency in their job role. This qualification is suitable for candidates using IT systems in a wide range of job roles.

To achieve the Level 3 Certificate the candidate will need to complete units to gain a minimum of 25 credits. The credit total is made up of:

- 5 credits from Mandatory Group A, Improving Productivity Using IT.
- A minimum of 10 credits from optional units at the qualification level.
- A minimum of 10 credits from a choice of optional units at Level 1 or above which can include a Sector Specific Unit with a credit value of up to 5.
- **Barred units:** Only one unit from each optional area of competence can contribute to the credit total.

## **SHORT COURSES**

- Dementia Awareness
- Health and Safety
- POVA
- Food Hygiene
- Moving and Handling
- Basic First Aid
- Maintaining the Safety and security of children
- Promoting Health and Hygiene of Children
- Principles of childcare

**Fee: contact the college**

## **INFORMATION FOR OVERSEAS STUDENTS/VISAS**

Overseas students require visa to enable them to study in the UK. Our full time courses satisfy the Home Office (immigration) requirements for students who want to study in the UK. It is in the interest of all overseas students to apply to the college early enough before the academic year to allow sufficient time to secure admission letter to support their visa application. The college is not responsible for students' accommodation. However, it is prepared to help make arrangements. The college can also arrange to meet the overseas students at the airport if they so wish.

### **Accommodation and Airport Transfer**

The college welfare officer can arrange for incoming international students. We advise students interested in arranging airport pickup and accommodation services through the college to pay necessary deposits as early as possible in order to ensure availability of these services. Accommodation must be booked for a minimum of one month in advance before arrival in the UK. Cancellation terms and conditions apply.

### **Average accommodation cost**

A single or shared room- £70-80 a week

Landlords may ask you to sign a minimum of six months contract

### **Attendance of lectures**

Students are required to attend classes regularly to ensure consistency in their academic growth. For the overseas student, it must be emphasised that the UK immigration laws are strict on this regard. The college is under obligation to provide details of overseas student attendance and non-attendance, performance of academic work and record of tuition fees. The Home office often demand examination results and certificates as a criterion for determining whether a student's visa should be extended for continuing their stay in the UK to pursue further education. Overseas students are reminded that they have no recourse to public funds, they are liable to pay the deposit for tuition in advance of coming to the UK this will include a non-refundable administration fee of £200. The remainder of their fees will need to be paid on a monthly basis by standing order over the first 10 months of their course.

### **Working During term time**

Students who are on full time courses and have entered the country on student visas are allowed to do part time work. The current ruling is that students may undertake 10hrs paid work per week during term time.

The job centres can help you find jobs.

### **Working out of term time**

Students who wish to remain in the UK during the vacation periods can actually increase their employment time to 40 hours per week