

Learner Agreement

Overview

Congratulations for choosing a Cadet Vocational College BTEC Level 2 in Teamwork and Personal Development in the Community. You will earn a recognised qualification that will help make your cadet experience more valuable as you head towards further education or employment.

This document outlines **what you need to do next** and what Cadet Vocational College promises to deliver for you to achieve success. It also details the expectations we have for you as a learner.

First step to your BTEC - are you eligible for a £1,250 BTEC Level 2 for FREE?

Make sure:

✓	You are aged 16, 17 or 18 on 31 st August 2024
✓	You have lived legally in England for at least three years
✓	The course is being delivered in England

If you meet the criteria above, then you're all ready to start enrolling for your BTEC Level 2 qualification. If not, contact Cadet Vocational College to see what other options are possible.

Information, Advice and Guidance (IAG)

Your dedicated Cadet Vocational College team will already have delivered some initial information, advice and guidance, either face-to-face or online, explaining the different qualifications on offer.

This will have helped you to:

- Find out what the course will involve and how it can help your personal progression
- Understand the different ways we support you
- Understand the way we deliver sessions
- Understand how to submit your work for assessment
- Find out about funding and progression opportunities

If you still have any questions, please contact us at tpd@cvcollege.org

How long will it take?

This BTEC qualification requires around 180 to 360 guided learning hours.

However, the great news is **you might be partly there already!** Members of Youth Organisations may have already completed some of the work required, known as Recognised Prior Learning (RPL), through the practical activities and training that you have already taken part in, e.g. Duke of Edinburgh Award, volunteering or adventurous activities. Some of the BTEC Units can be achieved fully through RPL; others require workbook tasks.

You should expect to attend one or two learning sessions per unit.

Course Structure

The learner sessions will be run by the Cadet Vocational College Teaching and Learning team or by your Vocational Qualifications Officer (VQO). These interactive sessions may be face-to-face, online (via Zoom/MS Teams) or through our easy-to-use online Virtual Learning Environment (VLE) called Moodle.

As part of your course you will:

- Understand how much of the qualification is already covered by the work you do with your youth organisation
- Receive access to great course materials
- Be provided with a free Moodle account so that you can access resources and keep track of your progress
- Receive regular updates of your progress throughout the course
- Be invited to regular webinars to help support you through the course and to plan your next steps

PLUS: Cadet Vocational College will hold a number of activity days around the country that you can apply to attend. These combine fun practical activities mixed with workshop sessions.

What happens next?

IMPORTANT: Please ensure that **ALL sections of the enrolment form are complete**, including date of birth, signature and date before returning them to Cadet Vocational College. The funding body, will not accept any forms that are incomplete or missing a signature/date.

Once we receive your enrolment form, you will be registered. You will be emailed a link to our Moodle page, where you will be able to access the first units of your course.

Welcome letters and resource packs will either be available on your Moodle account or be posted to you.

Key dates

The important dates for learners are detailed below.

> Unit 1 submission (Mandatory unit)	Within six weeks of starting the course and four weeks of the delivery sessions
> Other workbook submissions (Optional units)	Within four weeks of the delivery sessions*
> Feedback to learner	Within four weeks of your submission
> Resubmissions	Within four weeks of you receiving feedback
> Final submission of all workbooks	31 st March
> All work to be completed and assessed	On or before 30 th June

*The exception being the music units which must be submitted within 12 weeks of the delivery session.

a) Note:

Please submit your work for assessment as soon as it is completed. This will allow us to feedback more quickly.

b) Resubmissions

You are allowed one resubmission per unit if you do not Pass with your first attempt.

c) Extension

In exceptional circumstances, if you have a valid reason for not being able to meet the submission deadline, please email us at tpd@cvcollege.org and, if possible, we will agree an extended deadline with you.

d) Attendance

It is important that you attend sessions at your youth organisations, as well as any BTEC tutorials, webinars or activity days.

And there's more...

Cadet Vocational College offers free online Employability Skills Workshop webinars to all learners who are actively completing a qualification through the college. For more information, ask your VQO, register your interest at www.cvcollege.org or contact us on the telephone number below.

Our promise to you

Under this agreement, Cadet Vocational College promises to provide:

- Information, advice and guidance throughout the course
- Tutors that deliver engaging sessions, monitor your progress and provide guidance and support
- Support for your VQOs to help them support you through the course
- Clear advice on deadlines for submitting your work and for receiving feedback
- Progression opportunities

Your promise to us

As a Cadet Vocational College learner, by signing up for the qualification, your promise to us is that:

- a) I accept responsibility for my own learning and will complete the qualification
- b) I will complete all the work to the required standard before the specified deadline
- c) I will attend all learning sessions and activity days as required
- d) I will be thoughtful and considerate towards other learners and my tutors and not disrupt the learning of others
- e) I will ask for extra help if I need it with any aspect of the qualification

Also... I confirm that:

✓	I have received adequate advice and guidance to help me choose my qualification
✓	To the best of my knowledge the information I have provided is correct and I will notify the college immediately of any changes
✓	If I am under the age of 18 at the start of the course, the college can contact my parents/ guardians as necessary

Ready to register? One final word...

Cadet Vocational College receives funding from the government to help you achieve a qualification. It costs the college £1,250 to support you through the qualification, therefore it is important that you only register for the qualification if you are prepared and have the time to complete the necessary work.

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..... **Thank you and good luck!**

Contact details

Please contact us at any time throughout the course if you require support or have any questions.
Address: Cadet Vocational College, TPD Department, 3 Archipelago, Lyon Way, Camberley, Surrey GU16 7ER;
email us at tpd@cvcollege.org or **phone** us on 01276 60151

