



paavs

paavs



PAAVS – Building the foundations of training and learning

PAAVS Delivery Partner Introduction Pack

A guide to PAAVS for
potential delivery partners



PAAVS
Partnership for Access to Accreditation for the
Voluntary and community Sector
(2007)



Welcome and Background Information

Welcome

Thank you for your interest in PAAVS, a learning framework facilitated by **Community Connections**.

This *PAAVS Introduction Pack* explains PAAVS and is designed to help you to decide whether to apply. Please read all the sections of this Introduction Pack carefully. If you have any questions, please do not hesitate to contact us on: tel. 01603 251734 or 01493 656372, e-mail toby.cullingham@communityconnections.org.uk, or go to our website: www.communityconnections.org.uk.

Who we are

Community Connections was set up in July 1999 to promote and actively initiate community development and community empowerment initiatives across the Borough of Great Yarmouth and its travel-to-work area.

Our policy is to:

- take a significant lead in initiating and supporting community development work in areas where local people experience isolation, prejudice, disadvantage and exclusion
- facilitate collaborative working between existing community development workers
- encourage good practice across all sectors in developing community consultation and participation which will enable local people to have a greater ownership of services being provided to them

What is PAAVS?

PAAVS is an initiative facilitated by **Community Connections**, which makes it easier for VCS organisations (or organisations working with the VCS) to access nationally accredited courses and units, which are specific to the learner, organisation and sector – see www.communityconnections.org.uk for more information.

As a PAAVS delivery partner, you get full support and guidance from **Community Connections**, and from other delivery partners, to deliver VCS specific training and learning opportunities, which are nationally accredited.

Community Connections is an approved centre for the National Open College Network (NOCN) and so can approve a wide range of accredited units or courses to meet the needs of the VCS.

Why NOCN?

The NOCN is a leading UK provider of accreditation services for adult learning – see www.nocn.org.uk for more details. There are specific aspects that must be covered for each NOCN course/unit, as laid out in the course guides, but within those it is up to each organisation to construct the course as they see fit. This flexibility ensures that, within each NOCN course required areas of study, a course can be tailored to suit each organisation.



Welcome and Background Information

What courses can you deliver through PAAVS?

Examples of NOCN accredited courses delivered through PAAVS have been:

- An organisation working with those with learning disabilities delivering a horticulture course for its service users.
- A drug and alcohol charity's course in befriending skills for ex and progressing service users designed to support newly arrived clients.
- A not-for-profit social enterprise delivering a course on trusteeship.
- An independent training provider's course on interpersonal skills.
- A victim support charity delivering accredited learning for its volunteers.

Community Connections and PAAVS

Community Connections' role within PAAVS is to:

- Research, evaluate and monitor the needs of delivery partners.
- Support and enable organisations to meet recognised learning needs in their specialist area.
- Offer support and guidance throughout the application process.
- Facilitate Action Learning Groups (ALGs) in support of best practice and the continuing development of the PAAVS model. With ALGs, delivery partners meet to work through issues relevant to the delivery of their respective courses, helping each other as they do so.
- Signpost a range of Continuing Professional Development opportunities for tutors, including tutor accreditation.
- Facilitate internal moderation amongst delivery partners.

PAAVS Annual Fee

PAAVS membership requires an annual fee of **£250** for VCS organisations or those working with the VCS. This covers:

- NOCN centre approval.
- The *PAAVS Resource Pack* (which provides all the help delivery partners could possibly need, including lesson planning guidance, a template learner handbook etc.).
- The *PAAVS Internal Moderator Pack* (which fully supports internal moderators in their role).
- Action Learning Groups to help share best practice, experience and knowledge of all partners (see above).
- The network opportunities of PAAVS.
- The ongoing availability of **Community Connections** to support you throughout the process.

All the respective costs are shared amongst participants, resulting in a reduced cost for accreditation per delivery partner. Once you have paid this fee, it will allow you to deliver for as many cohorts and with as many learners as you want for that year.

There is a cost of **£50** per additional course that a delivery partner wishes to provide, to cover the development time on this.



Welcome and Background Information

Other costs

- For a typical 3 credit unit there is a registration fee of £11 per learner.
- To moderate each learner portfolio, an 'internal moderator' must assess the tutors' assessment. These internal moderators are sourced from the PAAVS network, and internal moderation carries a fee of £27 per portfolio. However, once a delivery partner is able to provide an internal moderator, they will be able to 'swap' their portfolios with other delivery partners with internal moderators. They may even see a small income from moderating portfolios of other organisations within the network that have yet to register an internal moderator.

Benefits of PAAVS

PAAVS offers a number of benefits for individuals, organisations and the VCS:

- Saving organisations' and individuals' time, money and effort in accessing accredited training.
- Appropriate and creative assessment methods, patterns and sites of delivery to suit the sector.
- Specialist training and learning for, and by, the VCS.
- Coherent provision.
- Organisational infrastructure development.
- Benchmarking to national quality standards.
- Tutor skills development support.
- On-going action research on sector skills issues.
- Potential for organisations to gain funding to deliver accredited training and learning.
- Wider geographical availability of training and learning.

In particular, smaller VCS organisations, with few potential learners and limited resources, find that PAAVS provides the solution for easy access to accredited training and learning.

Outcomes

PAAVS is set to play a significant part in supporting the VCS to take on an enhanced and strategic role in all areas of the national training, learning and development agenda. It has a number of outcomes for the VCS as a whole:

- More VCS staff and volunteers taking up accredited CPD activities.
- Improved geographical coverage of appropriate courses.
- Better communication and understanding.
- More responsive training and learning provision, to meet sector needs.
- Increase in quality, benchmarked training and learning available to the VCS.
- Improved access to up-to-date information about training and learning opportunities.
- Better co-ordination and reduced duplication in training and learning activities.

The PAAVS Model

Partnership for Access to Accreditation for the Voluntary and community Sector

VCS organisation (or organisation working with the VCS) delivers non-accredited courses and wants them to be accredited

VCS organisation (or organisation working with the VCS) wants to deliver accredited courses across the VCS

Course relates to need in the VCS

Proposed learning subject is cross mapped by Community Connections to identify potential OCN unit/s*

Organisation signs up as a PAAVS delivery partner

Application Process and Requirements

Description of the organisation and its ability to meet required standards for accreditation

Details of the proposed tutor/s, their background, experience and on-going professional development

Proposed course details, including lesson plans

Tutor/s and delivery partner take part in PAAVS learning partnerships – e.g. Action Learning Groups

A wider range of accredited courses and units delivered by and for the voluntary and community sector

*Refers to either one or several separate units or a whole course



Tutor role and responsibilities

A tutor should have:

- Excellent verbal and general communication skills
- A practical understanding of the proposed learning programme
- Be committed to the principles and practice of Equality and Diversity

Tutors should be aware of the following responsibilities before deciding to sign up to PAAVS:

Tutor responsibility to their own organisation

- We strongly recommend that tutors have a clear understanding with their employer of how they will fulfil the requirements of their role as a PAAVS tutor, given their existing time commitments and job description
- It must be noted that PAAVS is not a 'magic wand' to delivering an accredited course, and that tutors need to be aware of the time commitments involved in such a venture, such as preparing the course, as well as delivery, assessing and general administration obligations

Tutor responsibility for their learning programme and PAAVS

- To develop own understanding of PAAVS and the accreditation process
- Making use of the follow-up support offered by **Community Connections** to help you overcome any technical difficulties you may face
- To be aware of the Action Learning Groups available, which are to enable the sharing of good practice and experience
- Developing the learning programme with **Community Connections** to ensure the proposed course meets all required assessment criteria
- Being responsible for completing a learner handbook which should be produced to provide sufficient learner support. A template learner handbook is available in the '*PAAVS Resource Pack*'
- Assessing learner portfolios against assessment criteria and highlighting any additional information that may be required to fulfil assessment criteria

Tutor responsibility to the learner

- Offering tutorials and follow-up support for each learner and groups of learners, to enable them to maximise their learning experience
- Be aware of, make provision for, and fully support any learner with additional learning support requirements
- Support the learner in the appropriate selection of evidence for their portfolio



Delivery Partner – Organisational requirements

Overview

- We suggest that there is a clear understanding internally about how tutors and support staff will perform their roles, given existing time commitments and job descriptions. If time is not found to perform the required roles, difficulties in delivering the proposed learning programme/s are likely to occur
- **Community Connections'** agreement for delivering the learning programme within PAAVS is with the employing organisation, not the tutor

Organisational responsibilities

The employing organisation of a PAAVS tutor is responsible for:

- Giving the tutor time to organise and deliver the proposed learning programme
- Offering the tutor/s logistical, managerial, administrative and other relevant support relating to PAAVS
- Clear, accurate and prompt administration of all programme and learner registration
- Giving the tutor time to attend the PAAVS Action Learning Groups, which aim to assist tutors in their role
- Helping the tutor identify, recruit and select appropriate individuals to take up the courses, fulfilling Equality and Diversity good practice
- Helping the tutor organise and deliver training, including covering any costs incurred (e.g. venue hire) and providing management support to ensure the tutor is confident in delivering the learning
- Ensuring any additional needs of learners are met
- Supporting the tutor in implementing continuous quality improvement processes incorporating learner, tutor and **Community Connections** feedback
- Developing a contingency plan in case of the absence of the named tutor for any reason; for example replacing the tutor with another suitable employee
- Agree to amend (if necessary) current organisational policy to include the needs and rights of learners alongside those of staff, volunteers and service users within current organisational policy. These will include (amongst others) a Learner Complaints/Appeals policy specifically relating to assessment.
- Agree to abide by the codes of practice and guidelines covered in the '*PAAVS Contract*'



Why choose PAAVS?

You have now read all the information this pack has had to offer and you been given lots to think about. This *PAAVS Introduction Pack* has laid out organisation and tutor obligations and roles, as well as explaining what it is that PAAVS is. Taking all this into consideration, then, *why choose PAAVS?*

- **PAAVS provides a path to accreditation**
The VCS has a wealth of skills, knowledge and experience, and accreditation seeks to 'prove' this. Through PAAVS we hope that this resource – the people of the VCS – will be more ably recognised and that these skills, knowledge and experience can be more easily acknowledged.
- **PAAVS provides support throughout actual course delivery**
PAAVS provides not only a path to accreditation, but assistance throughout actual course delivery, too. The comprehensive *PAAVS Resource Pack* takes delivery partners through every step, from the initial accreditation process, through to course delivery and beyond. The *PAAVS Resource Pack* seeks not to offer vague advice but to actually help delivery partners with the nuts and bolts of delivery. **Community Connections** staff are also available at all times to offer assistance, with face-to-face meetings being offered to help with lesson planning and other matters.
- **PAAVS lowers costs**
By sharing the time and costs of provision, accreditation through PAAVS is accessible at a lower price than would otherwise be possible.
- **PAAVS has already done all the hard work**
All the policies and forms required for accreditation approval have been completed already, and all the time it takes to work out the processes needed has also already been undertaken - PAAVS has done the hard work so you don't have to! Delivery partners just need to follow the steps required to enable them to deliver an accredited course.

An opportunity not to be missed!

In a matter of *weeks*, **you** (your organisation) could have an accredited course. Great for your learners if they are staff (recognition of their knowledge and experience and the opportunity to learn something new). Great for your learners if they are volunteers or service users (perhaps aiding steps in their employment). Great for you (the increased view of the professionalism of your organisation in providing accredited learning may assist you in funding applications) and great for the VCS as a whole, improving the service we are able to offer to all our staff, volunteers and service users.

We hope this opportunity is something you will want to pursue; in which case we look forward to working with you in the very near future.



What people have said about PAAVS

“PAAVS can offer benefits to VCOs (Voluntary and Community Organisations) of a range of sizes and areas of interest and in relation to a variety of different learning programmes.

PAAVS is likely to be of particular value to organisations lacking the experience or capacity to seek awarding body recognition independently.

The PAAVS structure is seen as potentially saving time, being more cost effective and avoiding unnecessary duplication of effort. There is clear evidence that engagement with PAAVS has contributed to organisational development and increased the external credibility of individual organisations.”

– Some opinions from Niace’s independent evaluation of PAAVS, 2006

“The support gained from organisations and having the opportunity to work together, sharing information regarding good practice and providing new learning opportunities is immensely beneficial to the sector. PAAVS has put together resources that ensure all delivery partners are working to a very high standard.”

– PAAVS Delivery Partner, 2007

“The prospect of gaining accreditation for our induction programme was exciting and at the same time daunting. But with your attention to detail and easy to follow guidelines, you have taken the pain out of the process, and at the same time allowed me to get on with the task of pulling the programme content into shape. I found meeting with other people going through the process interesting and inspiring, and a very good use of my time.”

– PAAVS Delivery Partner, 2007

“An excellent programme well executed”

– OCN Eastern Region, 2006



What happens next?

If you feel that:

- You could meet PAAVS organisational responsibilities and obligations;
- Your organisation possesses the infrastructure to support this application;
- Your potential tutors are capable of delivering a learning programme through PAAVS;
- The tutor feels they are able to meet their responsibilities in delivering a course through PAAVS; and
- You feel able to sign up to a *PAAVS Contract*, then...
- **You are welcomed and encouraged to sign up to PAAVS!**

What now?

- 1) Simply fill in and cut out the *Expression of Interest* form, attached at the back of this *Introduction Pack*, then return it to **Community Connections**.
- 2) **Community Connections** will contact you and arrange a face-to-face meeting to discuss PAAVS in greater detail. At this meeting, we will be able to explore any queries and questions you may have. If **Community Connections** believe you do not meet requirements (e.g. **Community Connections** do not believe the quality of the course could be guaranteed, or feel that your organisation does not work sufficiently in the VCS), then you will not be offered PAAVS delivery partner status.
- 3) At this meeting, if you are eligible for PAAVS delivery partner status, you will be given a *PAAVS Contract* to take away with you. Should you decide that you do wish to deliver a learning programme through PAAVS, simply complete and send in the PAAVS Contract and send us the PAAVS annual fee (£250) and you will be formally accepted as a PAAVS delivery partner. It is then that work to enable accredited delivery of a learning programme within PAAVS will start.

We hope you have enjoyed reading this *Introduction Pack* and that you are excited by the possibilities. If you have any questions, then please contact us. We are here to help.

Community Connections
Henderson Business Centre
51 Ivy Road
Norwich
NR5 8BF

Tel: 01603 251734/ 01493 656372

E-mail: toby.cullingham@communityconnections.org.uk

Website: www.communityconnections.org.uk



PAAVS Expression of Interest

Name and job title of person filling in this form

--

Name and contact details of applicant organisation

--

Aims and purpose of applicant organisation

--

Has your organisation ever delivered, or does it currently deliver, an accredited course/unit? If so what and with which accreditation body?

--

Do you currently deliver any non-accredited courses?
If yes, what is the course and who delivers it?

--

What do you want your learning programme to cover - what learning do you want it to deliver?

Who are your proposed learners?

Why are you interested in delivering an accredited course through PAAVS?

Where did you hear about PAAVS?

To confirm your interest in PAAVS, simply complete form, cut along line and return to Community Connections

Please complete and return to this form to:
PAAVS Co-Ordinator
Community Connections
Henderson Business Centre
51 Ivy Road
Norwich
NR5 8BF

Tel: 01603 251734/ 01493 656372
E-mail: toby.cullingham@communityconnections.org.uk