

A guide to Level 3 Cultural Heritage Train to Gain

What are the aims of the qualification?

If you work as warders, attendants, assistants or as a volunteer or part time employee in this sector, these NVQs provide a thorough grounding in heritage and dealing with visitors.

What are the units of the qualification?

Mandatory Units (Complete all 3)

UNIT 1 Provide information and advice

UNIT 2 Contribute to the care, use and understanding of cultural heritage

UNIT 3 Ensure your own actions reduce risks to health and safety

Choose 1 Specialist Group

- Conservation
- Curatorial
- Education and Interpretation
- Technical

Optional Units (Choose 3 not already selected through the specialist route)

UNIT 1 Apply preventative care procedures to items

UNIT 2 Assess Items

UNIT 3 Identify and describe items

UNIT 4 Document items

UNIT 5 Prepare the accommodation of items

UNIT 6 Plan and deliver interpretive activities

UNIT 7 Support Learning

UNIT 8 Provide guided tours

UNIT 9 Provide technical support for the accommodation of items

UNIT 10 Transport items to new locations

UNIT 11 Build exhibitions

UNIT 12 Obtain and assess information

UNIT 13 Organise the transfer of items

UNIT 14 Establishing handling guidelines for items

UNIT 15 Plan and monitor projects to deliver organisational requirements

UNIT 16 Lead the work of teams and individuals to achieve their objectives

UNIT 17 Manage information for action

UNIT 18 Provide advice and support for the development and implementation of quality systems

UNIT 19 Establish and monitor a budget in a cultural venue

UNIT 20 Managing media relations

How does it work?

Train to Gain is designed to recognise the work of employees & volunteers through a formal qualification. This is achieved through a work based assessment process. The following process is used:

- Organisational needs analysis
- Agreement of qualifications to be provided
- Completion of paperwork
- Information, advice and guidance session for learner (three throughout the programme)
- Assessment timetable agreed
- Assessments completed
- Candidate achieves qualification
- Certificate issued

How long will it take?

Each candidate will be assessed on an individual basis and a completion date agreed with an action plan for the assessment process. The length of time from start to completion will vary for each individual depending on their work load and ability to evidence their portfolio of work. It is envisaged that these qualifications would be delivered on a rolling basis and will take between 4 – 8 months to complete.

What support is given?

The learner will have three meetings with a fully trained **Information, Advice and Guidance** tutor to assess their needs and ensure that they are coping with the work load. All learners will be assessed to determine whether support is required in the areas of literacy and numeracy. **Skills for Life** qualifications can be offered as part of the programme at no additional cost subject to eligibility checks. If it is felt that the learner would benefit from some taught sessions to gain a better understanding of their subject area, a series of bolt on **workshops** will be made available. These will help to provide underpinning knowledge of the course to support the learner to complete their qualification. Workshops will be delivered in a flexible manner at a time convenient to the learner subject to numbers and tutor availability.

Are you eligible?

Different qualifications will be made available to individuals based on an eligibility check. All Train to Gain learners must be 19 and over and be employed, working as a volunteer or registered self employed.

What's the next step?

To speak to our employer engagement officer, please contact us on
e: business@plymouthart.ac.uk
t: 01752 205714