

A guide to Level 2 Museums, Galleries and Heritage Train to Gain

What are the aims of the qualification?

This qualification covers generally assisting visitors, monitoring the security of items, maintaining the safety of people and the environment, contributing to the care of the premises and assisting work colleagues within the sector.

What are the units of the qualification?

Mandatory Units

Unit 1 Provide general assistance to visitors

Unit 2 Monitor the security and environment of items

Unit 3 Implement emergency procedures to maintain the safety of people and items

Unit 4 Contribute to the care of the premises

Unit 5 Assist the work of colleagues in the Organisation

Optional Units

Learners must complete 2 optional units.

Unit 1 Assist the display and exhibition of Items

Unit 2 Move items within the premises

Unit 3 Transport items to new locations

Unit 4 Sell goods and services to visitors

Unit 5 Contribute to the effectiveness of the work flow

Unit 6 Control the security of items in the premises

Unit 7 Contribute to the care of items

Unit 8 Provide information on specific items for visitors premises

Unit 9 Provide guided tours to visitors

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