



School of Business and Management Prospectus



Business
School

Welcome to CAW Business School

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**VISIT US AT ONE OF
OUR OPEN DAYS**

Visit business.caw.ac.uk
for dates and details

Why CAW Business School?

CARING

Over the years, we have developed teaching techniques and College systems to support you through your studies. We are here to help, we want you to succeed and we will do our utmost to help you achieve.

APPROVED

CAW Business School is an Association of Accountancy Technicians (AAT) and Institute of Leadership and Management (ILM) approved centre and exam centre offering the full suite of accountancy and management programmes.

CONVENIENT

The easy, remote access to learning resources provided to learners via our Virtual Learning Environment (VLE) means that learners get the best out of their studies with us, both in and outside of College.

INTERACTIVE

Our online course material has been developed to guide you through your course and provide you with interactive, innovative ways of learning. In addition, you will benefit from FREE access to our extensive eLibrary.

FLEXIBLE

Our business courses are available in a variety of formats; from evening and day release study options, to online and work-based learning. We also offer monthly payment options.

EXPERIENCED

The lecturers delivering our courses have significant industry experience and knowledge under their belts and all share a common passion for pushing their professions forward.

“A very large proportion of learners on adult programmes achieve their qualifications. Learners on adult learning programmes have access to excellent online learning resources. Learners receive very good advice and guidance about career opportunities in their industry.”

Ofsted 2016 Report

CAW Business School was graded 'Good' across the board following its most recent Ofsted inspection (2016)



Our Courses

Accounting & Bookkeeping

- Bookkeeping Qualifications
- Accounting Qualifications
- Accounting Apprenticeships

See pages 8-15 for more details

Business Administration

- Business Administration Qualifications
- Business Administration Apprenticeships

See pages 16-21 for more details

Medical Administration

- Medical Administration Qualifications
- Medical Administration Apprenticeships

See pages 22-27 for more details

Customer Service

- Customer Service Qualifications
- Customer Service Apprenticeships

See pages 28-33 for more details

Leadership and Management

- Leadership and Management Qualifications
- Leadership and Management Apprenticeships

See pages 34-39 for more details

Coaching and Mentoring

- Coaching and Mentoring Qualifications

See page 41-43 for more details

Education

- Information, Advice and Guidance Qualifications
- Training, Assessment and Quality Assurance Qualifications

See pages 44-49 for more details

Functional Skills

- Functional Skills English
- Functional Skills Maths

See pages 50-55 for more details

“Choose a job
you love, and you
will never have to
work a day in
your life.”

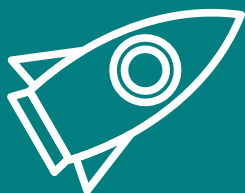
VISIT US AT ONE OF
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for dates and details

Accounting and Bookkeeping

Whether you are just starting out in finance, are already working in the industry, or are looking to gain new skills to prepare for a career change, studying an accounting or bookkeeping qualification accredited by the Association of Accounting Technicians (AAT) can help you reach your career goals.

Being internationally recognised and highly valued by employers, the AAT qualification can open up new and exciting career opportunities in finance.



Our Bookkeeping Qualifications

Our Bookkeeping programmes will provide a solid introduction to bookkeeping and basic accounting practices to give confidence in the workplace.

Key facts



Evening or day release



Online study option



Pay monthly options



Start in September

Entry requirements

There are no formal academic entry however basic competency in basic maths and English is necessary, as well as knowledge of manual double-entry bookkeeping for those undertaking the L3 qualification.

Assessment

Assessment consists of computer based exams or projects.

**VISIT OUR WEBSITE
FOR ALL COURSE FEES**

business.caw.ac.uk

Course content

Throughout the qualifications you will study units including:



Bookkeeping Transactions



Bookkeeping Controls



Advanced Bookkeeping



Indirect Tax



Final Accounts Preparation

What next?

On completion of bookkeeping training you may wish to continue your studies by applying for an accounting qualification.

See pages 12-13 for more info

Level 2 Certificate in Bookkeeping

4-5 months

This introductory course is ideal for those looking to gain a solid understanding of bookkeeping and basic accounting practices, in order to gain skills and confidence in the workplace.

Level 3 Advanced Certificate in Bookkeeping

5 months

This qualification is ideal if you're looking to build upon your existing skillset and knowledge of bookkeeping practices and principles. Following successful completion of this qualification you can apply for professional status and use the designatory letters AATQB after your name.

Visit **business.caw.ac.uk/aat**
for full course details

Our Accounting Qualifications

Our accounting qualifications are internationally recognised, and can help pave the way to new and exciting opportunities in the finance industry.

Key facts

-  Evening or day release
-  Online study option
-  Pay monthly options
-  Start in September

Entry requirements

There are no formal academic entry requirements for our L2 and L3 programmes, however you will need to complete L3 before applying for L4. Competency in basic maths and English skills are necessary.

Assessment









Assessment consists of computer-based exams or projects.

**VISIT OUR WEBSITE
FOR ALL COURSE FEES**

business.caw.ac.uk

Course content

Throughout the qualifications you will study units including:

-  Bookkeeping Transactions
-  Bookkeeping Controls
-  Advanced Bookkeeping
-  Indirect Tax
-  Final Accounts Preparation
-  Management Accounting Costing
-  Accounting Systems and Controls
-  Working Effectively in Finance

Visit our website for the full content summary at each level.

Level 2 Certificate in Accounting

9 months

This qualification is ideal if you're new to finance or are looking to expand existing skills and knowledge of a range of basic accounting principles and techniques.



Level 3 Advanced Diploma in Accounting

12 months

This course is ideal if you have completed the level 2 course or are competent in manual double-entry bookkeeping and want to further develop your accounting skills.



Level 4 Professional Diploma in Accounting

18 months

This programme is suitable for those looking to gain an advanced understanding of high level accounting tasks including drafting financial statements and managing budgets.



Visit **business.caw.ac.uk/aat**
for full course details

Our Accounting Apprenticeships

Our apprenticeship programmes are a great opportunity to earn a salary and qualification whilst gaining valuable experience in finance! They are also suitable for those already working in industry looking to upskill.

Key facts

-  WBL tutor support
-  No college attendance
-  Start at any time
-  20% off-the-job training

Entry requirements

You will need to be living and working in England in a suitable finance role, earning at least the National Minimum Wage for Apprentices.









There are no formal academic entry requirements for our L2 and L3 programmes, however you will need to complete L3 before applying for L4.

Assessment

Assessment across the programmes, include methods such as: a portfolio of evidence; an End Point Assessment (EPA), Functional Skills Level 1/2 English and Maths training (unless exempt) and computer-based exams or projects.

Course content

Throughout the apprenticeships you will study units including:

-  Bookkeeping Transactions
-  Bookkeeping Controls
-  Advanced Bookkeeping
-  Indirect Tax
-  Final Accounts Preparation
-  Management Accounting Costing
-  Accounting Systems and Controls
-  Working Effectively in Finance

Visit our website for the full content summary at each level.

Accounts/Finance Assistant (Level 2 Apprenticeship)

12-14 months

This apprenticeship is ideal for those looking to kick-start a professional career in finance by gaining valuable on-the-job skills and experience.



Level 3 Assistant Accountant Apprenticeship

15-18 months

Suitable for those looking to build upon their skills and experience in a finance role, whilst working towards a recognised qualification.



Professional Accounting/Tax Technician (Level 4 Apprenticeship)

18-24 months

This respected advanced apprenticeship course is ideal for those who like to become a fully qualified accounting technician whilst gaining skills on-the-job.



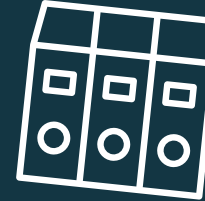
Visit business.caw.ac.uk/aat for full course details

Business Administration

Our range of business administration courses are designed to develop practical business and administration skills through on-the-job training.

As an administrator, you would be at the centre of all operations within a company, making sure the business ran smoothly on a day-to-day basis.

If you pride yourself on accuracy and attention to detail, a career in Business Administration could be the perfect route for you.



Our Business Administration Qualifications

Our range of business administration courses are designed to develop practical business and administration skills through on-the-job training.

Key facts

-  WBL tutor support
-  No college attendance
-  Start at any time
-  Pay monthly options

Entry requirements

You will ideally have four GCSEs at grades A*-G (or 9-1) or equivalent.

For our L3 and L4 programmes you will need to be employed in a suitable administration environment.

Assessment

Course assessment consists of completing online examinations and a portfolio, and passing work-based practical assessments.

APPRENTICESHIP OPTIONS AVAILABLE



**Visit pages 20-21
for more information**

Course content

Throughout the qualifications you will study mandatory units including:

-  Communication in a business environment
-  Principles of providing administrative services
-  Manage personal and professional development
-  Principles of business comms and information

You will also choose from a range of optional units relevant to your job role, including:

-  Produce minutes of meetings
-  Analyse and present business data
-  Initiate and implement operational change

Visit our website for the full content summary at each level.

Level 2 Diploma in Business Administration

14-18 months

This course is suitable for those looking to gain the skills and knowledge needed to kick-start a career in administration.



Level 3 Diploma in Business Administration

18-24 months

This apprenticeship is ideal for those who would like to build upon their existing abilities to gain greater technical and managerial skills.



Level 4 Diploma in Business Administration

24-28 months

This course is ideal for those who have significant experience in a senior administrative role and would like to enhance their existing skills and knowledge.



Visit **business.caw.ac.uk/ba**
for full course details

Our Business Administration Apprenticeships

Our apprenticeship programmes are a great opportunity to earn a salary and whilst gaining valuable experience in business administration. They are also suitable for those already working in industry looking to upskill.

Key facts

-  WBL tutor support
-  No college attendance
-  Start at any time
-  20% off-the-job training

Entry requirements

You will need to be living and working in England in a suitable administration role, earning at least the National Minimum Wage for Apprentices.

Academic entry requirements vary by level. Visit business.caw.ac.uk/ba for full entry requirements.

Assessment



Assessment across the programmes, include methods such as: a portfolio of evidence; an End Point Assessment (EPA), Functional Skills Level 1/2 English and Maths training (unless exempt), online examinations and work-based practical assessments.

Course content

Throughout the qualifications you will study mandatory units including:

-  Communication in a business environment
-  Principles of providing administrative services
-  Manage personal and professional development
-  Principles of business comms and information

You will also choose from a range of optional units relevant to your job role, including:

-  Produce minutes of meetings
-  Analyse and present business data
-  Initiate and implement operational change

Visit our website for the full content summary at each level.

Business Administrator (Level 3 Apprenticeship)

18-24 months

It is an ideal apprenticeship if you are looking to enhance your existing skills whilst gaining a formal business qualification and being employed in the workplace earning a wage.

At level three you will build upon your current skills to gain greater technical and managerial skills, as well as supervising others and contributing more widely to your organisation or department.

As this qualification is work-based, you will not be required to attend college and you can start the programme at any time.

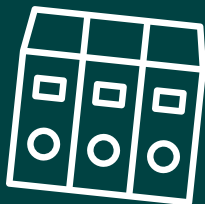
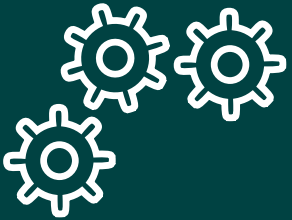
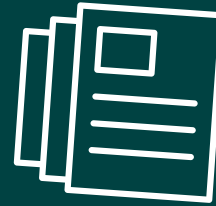
Visit business.caw.ac.uk/ba
for full course details



Medical Administration

Our Medical Administration courses allow learners to gain the practical knowledge and skills necessary to launch an exciting career in medical administration.

A career in medical administration could be for you if you're looking to combine excellent communication and organisational skills with a passion for helping others.



Our Medical Administration Qualifications

Our medical administration courses allow learners to gain the practical knowledge and skills necessary to launch an exciting career in medical administration.

Key facts

-  WBL tutor support
-  No college attendance
-  Start at any time
-  Pay monthly options

Entry requirements

Ideally you will hold a minimum of four GCSEs at grades A*-C (or 9-4) or have completed the L2 course if you would like to study at L3.

Assessment

Course assessment consists of online tests and work based assignments.

APPRENTICESHIP OPTIONS AVAILABLE




**Visit pages 26-27
for more information**

Course content

Throughout the qualifications you will study mandatory units including:

-  Manage personal and professional development
-  Administration skills in a medical environment
-  Medical principles for the administrator
-  Communication skills in a medical environment

You will also choose from a range of optional units including:

-  Medical word processing
-  Spreadsheet software
-  Produce business documents

Visit our website for the full content summary at each level.

Level 2 Diploma in Medical Administration

14-18 months

This introductory programme is ideal for anyone who is looking to kick-start a career in medical administration, or who is working in a healthcare setting and looking to develop their skills and knowledge.

Level 3 Diploma in Medical Administration

18-24 months

This qualification is ideal if you've been working in the medical administration sector for some time. The course will enable you to develop your existing skillset and prepare to take on more responsibility.

Visit ***business.caw.ac.uk/ma***
for full course details

Our Medical Administration Apprenticeships

Our apprenticeship programmes are a great opportunity to earn a salary whilst gaining valuable experience in a medical administration role – all whilst studying for a recognised qualification!

Key facts



WBL tutor support



No college attendance



Start at any time



20% off-the-job training

Entry requirements

You will need to be living and working in England in a suitable administration role, earning at least the National Minimum Wage for Apprentices.

Ideally you will hold a minimum of four GCSEs at grades A*-C (or 9-4) or have completed the L2 course if you would like to study at L3.

Assessment

Assessment across the programmes, include methods such as: a portfolio of evidence; an End Point Assessment (EPA), Functional Skills Level 1/2 English and Maths training (unless exempt), online examinations and work-based practical assessments.

Course content

Throughout the apprenticeship you will study the Level 3 Diploma in Medical Admin, covering:



Manage personal and professional development



Administration skills in a medical environment



Medical principles for the administrator



Communication skills in a medical environment

You will also choose from a range of optional units including:



Medical terminology



Spreadsheet software



Produce business documents

Visit our website for the full content summary at each level.



Business Administrator (Medical Pathway): Level 3 Apprenticeship

18-24 months

This qualification is ideal if you are already working within an established administrative role in a healthcare setting looking to further develop your existing skillset and prepare to take on more responsibility at work.

As a medical administration apprentice, you will be employed in a health administration role gaining vital practical skills and experience, and earning a wage alongside studying your formal apprenticeship qualification.

As this apprenticeship is work-based, you may apply to start at any time of the year and will not be required to attend College for tuition.

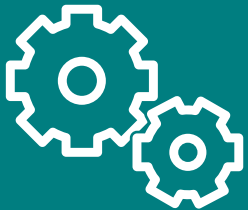
Visit business.caw.ac.uk/ma
for full course details

Customer Service

Good customer service is the back bone of any business. Not only will positive experiences ensure clients return time and time again, they increase the chance of recommendations and an increased client base.

Customer service training can also be very rewarding, it is always nice to finish the day feeling that you have played your part in helping someone, or made a difference, as well as contributing to the success and reputation of the business.

Our customer service training will boost your confidence in dealing with a range of people and situations, develop your problem solving skills, show you how to make the right impression and help you to deliver customer service in line with customer expectations.



Our Customer Service Qualifications

Our customer service qualifications are designed to provide practical learning to help develop your knowledge and skills in the workplace.

Key facts

-  WBL tutor support
-  No college attendance
-  Start at any time
-  Pay monthly options

Entry requirements

There are no formal academic entry requirements to undertake this qualification however employment in a suitable customer service environment is a must, along with the enthusiasm to learn new skills.

Assessment

Course assessment consists of completing online examinations, creating a portfolio, and passing work-based practical assessments.

APPRENTICESHIPS AVAILABLE




Visit [pages 32-33](#)
for more information

Course content

Throughout the qualifications you will study mandatory units including:

-  Deliver customer service
-  Principles of customer service
-  Understand employer organisations
-  Manage personal and professional development

You will also choose from a range of optional units including:

-  Communicate verbally with customers
-  Deliver customer service to challenging customers
-  Use social media to deliver customer service

Visit our website for the full content summary at each level.

Level 2 Diploma in Customer Service

14-18 months

This qualification is ideal if you're working in a customer facing role and looking for formal customer service training, with the opportunity to gain a nationally recognised qualification at the same time. Over the course of the qualification you will develop a range of transferable skills that can be applied across all industries.

Level 3 Diploma in Customer Service

18-24 months

This course is suitable if you are already working in a customer facing role and are looking to expand your career prospects within your current workplace. You will gain greater technical and managerial skills, as well as the ability to supervise others and apply the principles of customer service to the wider strategy of your organisation.

Visit business.caw.ac.uk/cs
for full course details

Our Customer Service Apprenticeships

Our apprenticeships allow you to gain valuable experience in a customer service role, whilst working towards a recognised qualification.

Key facts

-  WBL tutor support
-  No college attendance
-  Start at any time
-  20% off-the-job training

Entry requirements

There are no formal academic entry requirements to undertake this qualification however employment in a suitable customer service environment is a must, along with the enthusiasm to learn new skills.

Assessment

Assessment across the programmes, include methods such as: a portfolio of evidence; an End Point Assessment (EPA), Functional Skills Level 1/2 English and Maths training (unless exempt).




You will also complete online examinations, create a portfolio, and undertake work-based practical assessments.

Course content

Throughout the qualifications you will study mandatory units including:

-  Deliver customer service
-  Principles of customer service
-  Understand employer organisations
-  Manage personal and professional development

You will also choose from a range of optional units including:

-  Communicate verbally with customers
-  Deliver customer service to challenging customers
-  Use social media to deliver customer service

Visit our website for the full content summary at each level.

Customer Service Practitioner (Level 2 Apprenticeship)

14-16 months

Ideal for those new to a customer service role, or looking to start a career in customer service.

During the Level 2 Customer Service Practitioner Apprenticeship you will develop strong customer service and communication skills and behaviours, to provide a customer service experience in line with your company standards and policies.

As a customer service apprentice, you will be employed in a client facing role gaining vital practical skills and experience, and earning a wage alongside studying your formal apprenticeship qualification.

This apprenticeship is work-based, so you will not be required to attend College for tuition.

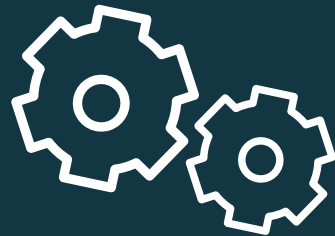
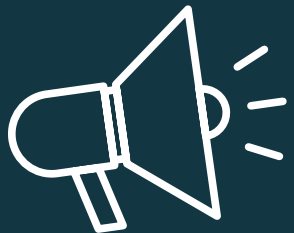
Visit **business.caw.ac.uk/cs**
for full course details



Leadership and Management

Our leadership and management courses, accredited by the ILM, are a convenient combination of study weekends and online learning. They will develop your skills and confidence in making management decisions and enhance your professional status as an effective leader and manager.

ILM qualifications have been designed with a strong focus on workplace performance; aiming to create well-rounded managers with a proven ability to work to high standards.



Our Leadership and Management Qualifications

Our leadership and management courses will develop your skills and confidence in making management decisions and enhance your professional status as an effective leader and manager.

Key facts



Tutorial support



Study weekends



Based in Huntingdon



Pay monthly options

Entry requirements

There are no formal academic entry requirements to undertake this programme however you must be working in a suitable supervisory, managerial or leadership role.

Assessment

Course units are assessed by written assignments, written questions, reflective reviews and learning logs.

**APPRENTICESHIP
OPTIONS AVAILABLE**

**Visit pages 38-39
for more information**

Course content

The qualifications cover units including:



Understanding leadership



Planning and allocating work



Setting team objectives in the workplace



Understanding discipline in the workplace



Managing Recruitment



Understanding Conflict Management in the Workplace



Motivating People in the Workplace



Managing Efficiency and Effectiveness

Visit our website for the full content summary at each level.

Level 3 Certificate in Leadership and Management

12 months

This programme is ideal for those just starting out in a management role or looking to gain a qualification to develop their skills and knowledge.



Level 5 Certificate in Leadership and Management

12 months

Perfect for those who are currently working in a supervisory or middle managerial role and looking to build upon their management skills.



Level 5 Diploma in Leadership and Management

18 months

Ideal if you are currently working in a middle management role and are looking to progress into senior management and raise your profile in your organisation.



Top-up programme available for those who have already achieved the L5 certificate

Visit business.caw.ac.uk/ilm for full course details

Our Leadership and Management Apprenticeships

Our apprenticeships learners to gain management skills and experience on-the-job, whilst studying towards a recognised qualification.

Key facts



Tutorial support



Study weekends



Based in Huntingdon



20% off-the-job training

Entry requirements

Ideally, you should have 5 GCSEs at grades C/4 or above including English Language and Mathematics.

You will also need to be living and working in England in a suitable leadership role and earning at least the National Minimum Wage for Apprentices.

Assessment

Assessment across the programmes, include methods such as: a portfolio of evidence; an End Point Assessment (EPA), Functional Skills Level 1/2 English and Maths training (unless exempt).

You will also undertake written assignments, reflective reviews and learning logs.

Course content

The qualifications cover units including:



Understanding leadership



Planning and allocating work



Setting team objectives in the workplace



Understanding discipline in the workplace



Managing Recruitment



Understanding Conflict Management in the Workplace



Motivating People in the Workplace



Managing Efficiency and Effectiveness

Visit our website for the full content summary at each level.



Team Leader/ Supervisor (Level 3 Apprenticeship)

18 months

This apprenticeship is ideal if you're stepping into your first management role and looking to learn new management approaches and techniques on-the-job. You will develop and enhance your leadership skills to lead and direct teams in achieving goals and defined outcomes.

Operations/ Departmental Manager (Level 5 Apprenticeship)

24 months

Ideal for those with some experience in a managerial role but with no formal or theoretical training, this apprenticeship will build upon current knowledge and cover skills such as dealing with change, motivating others and managing budgets.

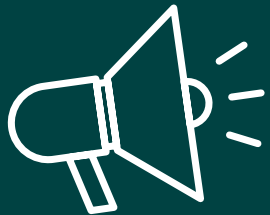


Visit business.caw.ac.uk/ilm for full course details

Coaching and Mentoring

Our coaching and mentoring qualifications will develop your ability to influence, guide and develop those around you. They are accessible for anyone tasked with mentoring and coaching new or more junior members of a team in a supervisory or leadership role in the workplace.

Developing mentoring and coaching at work is a benefit to everyone in an organisation, as it will create a positive working environment where communication and team spirit are the foundation of the workplace, which are key factors in the success of a team and business.



Our Coaching and Mentoring Qualifications

Our coaching and mentoring qualifications will develop your ability to influence, guide and develop those around you.

Key facts



Tutorial support



Study weekends



Based in Huntingdon



Pay monthly options

Entry requirements

There are no formal academic entry requirements to work towards this qualification. However, you should be in a role involved in coaching and mentoring other team members.

Assessment

The qualification requires completion of written assignments and a combination of a reflective journal and portfolio.

Coachees or mentees are required alongside recorded practical evidence.

What next?

On completion of these courses you may wish to continue studying to a higher level in coaching by undertaking a leadership and management qualification. **Visit pages [1] to find out more.**

Course content

The qualifications cover units including:



Understanding Good Practice in Coaching within an Organisational Context



Understanding Good Practice in Mentoring within an Organisational Context



Reviewing own ability as a coach or mentor within an organisational context

Visit our website for the full content summary at each level.

**VISIT OUR WEBSITE
FOR COURSE FEES**

business.caw.ac.uk/cm



Level 3 Certificate in Effective Coaching and Mentoring

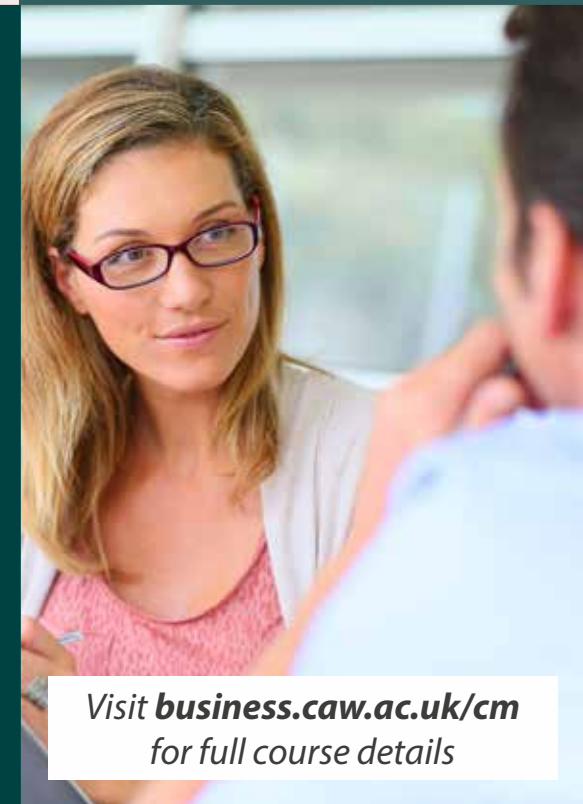
6 months

Suitable for those in their first coaching roles who are looking for formal training, this programme covers a range of tools and techniques to enable effective coaching of newer or more junior members of staff.

Level 5 Certificate in Effective Coaching and Mentoring

6 months

Ideal for those looking to progress into more advanced supervisory roles, this qualification is designed to develop your ability to influence, guide and develop those around you. You will build upon your existing skills and knowledge.

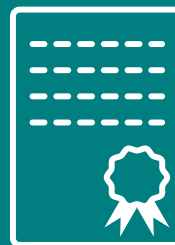
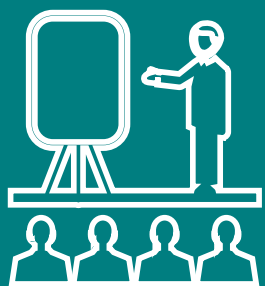


Visit **business.caw.ac.uk/cm**
for full course details

Education

Great teachers, assessors, quality assurers and advisors help us find the information we're looking for and reach our potential every single day.

Our education qualifications are designed for those working, or looking to enter, roles in assessment and quality assurance, as well as those who regularly provide information, advice and guidance (IAG) in their every day roles.



Our Information, Advice and Guidance Qualification

Key facts

-  Tutorial support
-  Half day study sessions
-  Based in Huntingdon
-  Pay monthly options

Entry requirements

There are no formal academic entry requirements for learners to undertake this qualification; however you must be either employed or volunteering a role where you are required to provide Information, Advice or Guidance.

Assessment






Course assessment consists of completing a portfolio of evidence.

**VISIT OUR WEBSITE
FOR COURSE FEES**

business.caw.ac.uk/cm

Course content

The qualification includes the following units:

-  Introduction to Information, Advice or Guidance
-  Developing communication skills when providing Information, Advice or Guidance
-  Client choices and potential barriers when providing Information, Advice and Guidance
-  Signposting and referral in Information, Advice and Guidance
-  Providing Information, Advice or Guidance to clients

Level 2 Award in Information, Advice or Guidance

6 months

This qualification is designed for those who provide information, advice or guidance on a daily basis.

This qualification is run from our Huntingdon centre and allows you to develop skills over that can be put into practice on a daily basis.

Covering areas from communication to signposting and referral, those who complete the qualification will be fully equipped to provide information, advice and guidance in either a voluntary or professional role.

Visit **business.caw.ac.uk**
for full course details

Our Training, Assessment and Quality Assurance Qualifications

Key facts



Tutorial support



Half day study sessions



Based in Huntingdon



Pay monthly options

Entry requirements

There are no formal entry requirements but a basic competency in English and maths will be necessary and it is expected that all assessors and quality assurance individuals have occupational competence in the areas that they are assessing in.

You will also need to be working in an accredited, or non-accredited learning role.

Assessment

Assessment for this qualification is by a combination of written answers, work related portfolio evidence and observed assessment.

Course content

The qualifications include units such as:



Understanding the Principles and Practices of Assessment



Assess Occupational Competence in the Work Environment



Assess Vocational Skills, Knowledge and Understanding



Understanding the Principles and Practices of Internally Assuring the Quality of Assessment



Internally Assure the Quality of Assessment

Visit our website business.caw.ac.uk for the full content summary for each qualification.

Level 3 Award in Assessing Competence in the Work Environment

6 months

For practitioners who assess the demonstration of competence in a work environment using a variety of assessment methods.

Level 3 Certificate in Assessing Vocational Achievement

6 months

For practitioners who may use a full range of assessment methods based upon sound assessment principles.

Level 3 Award in Assessing Vocationally Related Achievement

6 months

For practitioners who assess knowledge and/or skills in vocationally-related subject areas using a range of assessment methods.

Level 3 Award in Understanding the Principles & Practices of Assessment

6 months

A knowledge-only award for those starting their journey as an assessor, or who need to know about assessment practice but are not currently practicing.

Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

6 months

For practitioners who conduct internal quality assurance of the assessment process.

Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice

6 months

A knowledge-only award for those starting their as an internal quality assurance practitioner.

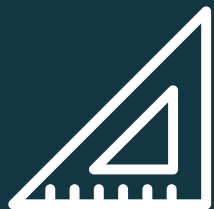
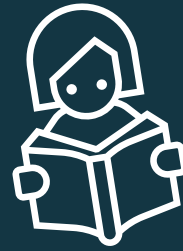
Functional Skills

Our Functional Skills courses are a range of qualifications in mathematics and English that cover the key skills needed to get ahead in life, work and training.

Undertaking a qualification in Functional Skills offers many benefits. Developing skills such as communication and problem solving, for example, is a great way to increase confidence and give yourself the freedom to take charge of tasks and situations that you might have ordinarily relied upon others to handle in the past.

Professionally, undertaking a qualification that demonstrates maths and English skills to employers can give you a competitive edge in the jobs market, meaning that more jobs and opportunities for promotion may become available to you.

Additionally, Functional Skills form a vital part of all apprenticeship frameworks in England and can, in some cases, be used to progress onto high level programmes of study.



Our Functional English Qualifications

Key facts



DL tutor support



No college attendance



Start at any time



Pay monthly options

Entry requirements

There are no formal academic entry requirements.

Please note that if you require Functional Skills in both English and Maths you will need to complete one qualification and then the other, any funding availability will be assessed for each qualification independently.

Assessment

You will undertake practical assessments (discussions and presentations) and pass two online examinations (one reading and one writing examination).

**VISIT OUR WEBSITE
FOR COURSE FEES**

business.caw.ac.uk

Course content

Over the course of the qualifications you will look at:

Speaking, listening and communication

- Take full part in formal and informal discussions
- Make a range of contributions to discussions in a range of contexts, and make effective presentations

Reading

- Read and understand a range of straightforward texts
- Select, read, understand and compare texts and use them to gather information, ideas, arguments and opinions

Writing

- Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience



Level 1 Functional Skills in English

6 months

This online, distance learning course covers the key skills behind speaking, listening, reading and writing effectively. You will understand how to write a range of texts conveying ideas and opinions, in a manner suitable to different audiences.

Level 2 Functional Skills in English

6 months

This course is ideal for anyone wishing to develop the practical English and communication skills required in everyday life, education and work. Learn how to confidently lead discussions and deliver presentations about both familiar and unfamiliar topics.



Visit **business.caw.ac.uk**
for full course details

Our Functional Maths Qualifications

Key facts



DL tutor support



No college attendance



Start at any time



Pay monthly options

Entry requirements

There are no formal academic entry requirements.

Please note that if you require Functional Skills in both English and Maths you will need to complete one qualification and then the other, any funding availability will be assessed for each qualification independently.

Assessment

You will undertake practical assessments and pass an online examination.

**VISIT OUR WEBSITE
FOR COURSE FEES**

business.caw.ac.uk

Course content

Over the course of the qualifications you will look at skills including:

Representing

- Understand practical problems in familiar and unfamiliar contexts and situations
- Identify and obtain necessary information to tackle the problem.

Analysing

- Apply mathematics in an organised way to find solutions to straightforward practical problems for different purposes

Interpreting

- Interpret and communicate solutions to practical problems, drawing simple conclusions and giving explanations



Level 2 Functional Skills in Maths

6 months

Ideal for those looking to build upon their problem solving skills, this functional skills maths course will allow you to understand how to identify problems, apply maths to find solutions, and evaluate the effectiveness of solutions at every stage.

Level 1 Functional Skills in Maths

6 months

This course covers the basic maths skills and knowledge needed to confidently analyse, represent and interpret information and data. Learn how to use maths to draw conclusions, give explanations and solve problems.



Visit **business.caw.ac.uk**
for full course details

Our Alumni

Many people have chosen to study at CAW Business School since we started to offer business and accountancy programmes in 2012...

Many of our alumni have gone on to achieve great things after leaving college, becoming experts in their fields or flying high as successful business owners.



**L2 Apprenticeship in
Business Administration**

After completing a business administration apprenticeship, Lucy secured a permanent role with Health Education East of England...

"I have loved the independence and confidence I have gained during my time as an apprentice, I'm achieving, earning and learning and I couldn't have asked for better support. I have now secured a permanent role with Health Education England."



**L4 Diploma
in Accounting**

Joe completed his L4 apprenticeship at George Hay Chartered Accountants and was an award winner at the college's annual Student Awards...

"Throughout the year I gained a lot of new skills and was able to build upon my knowledge. Caring for such a diverse range of animals provides an interesting but rewarding challenge. Everyday is different and throws new challenges, but I love every minute of it."

CAW Connect

After you complete your studies with The College of Animal Welfare, you will be invited to join our alumni association, **CAW Connect**.

CAW Connect is an innovative social networking website and education hub which gives you the opportunity to...

**Connect with other
alumni and members
of your industry**

**Make use of
exclusive content**

**Find new career
opportunities**



**Enjoy industry
discounts**

**Keep up-to-date
with the latest
industry news**



Visit business.caw.ac.uk/alumni for more information

Fees and Finance

Pay As You Learn

Our 'Pay As You Learn' scheme allows The College of Animal Welfare students the option to pay course fees (excluding professional or awarding body fees) on a monthly basis.

Professional and awarding body fees are payable in full before the commencement of the course.

The College of Animal Welfare Hardship Fund

The College of Animal Welfare has a hardship fund which was set up to support those students who are suffering financial distress and, for whatever reason, are unable to access any other kind of assistance or where a top-up is considered necessary. To access guidance on hardship funding, and submit an application, visit our website at www.caw.ac.uk/finance

TOTUM Card (previously NUS extra)

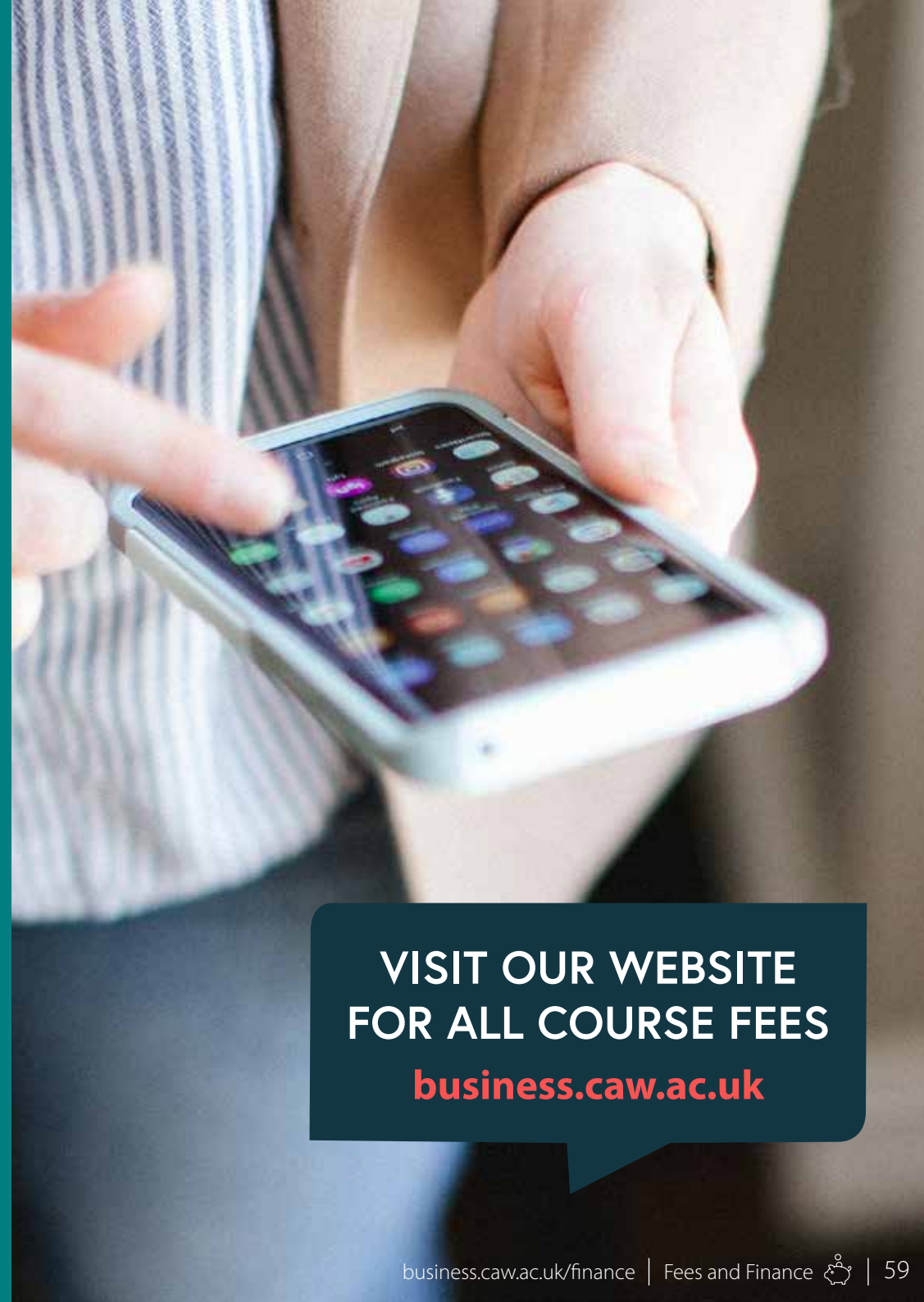
With an average saving of over £500, the TOTUM card can help you save on your purchases. The TOTUM card is available for eligible students for £12 a year. You could save on fashion, music, health, food and drink - and more!

Advanced Learner Loan

If you are aged 19+ and are undertaking a level 3 qualification or above, you may be eligible to apply for an Advanced Learner Loan. It's easy to apply; there is no credit check and your household income isn't taken into account. You won't have to pay anything back until you are earning over £21,000 a year.

Grants, bursaries and additional help

To help you find financial assistance to support your training costs, we have gathered information on various grants, bursaries and additional funding information on our website at www.caw.ac.uk/finance, however this list is not exhaustive. We recommend that you take the time to have a look through and consider if any of these are applicable to you.



**VISIT OUR WEBSITE
FOR ALL COURSE FEES**
business.caw.ac.uk

Events

Open Days

Our Open Days, give you a chance to get a taste of College life and find out how we can help you plan for your future career goals! This is a great opportunity to talk to tutors, have a tour of the facilities and find out more about our courses and what it is like to study with us.

Visit our website

business.caw.ac.uk/open-days
for further details.

Continuing Professional Development (CPD)

We run a range of half-day short management and coaching/mentoring courses suitable for those working in supervisory or managerial roles.

Visit cpd.caw.ac.uk for more information.



Stay in the know...

Sign up to our email newsletter and you will be the first to hear our latest news, details of upcoming events, courses and offers.

business.caw.ac.uk/subscriptions

We're social...



Follow us on social media, to stay connected and get an insight into Caw and like-minded people!

Stay informed of current Apprenticeships

Apprenticeships are an amazing opportunity to get paid a salary whilst gaining valuable experience in the workplace – all whilst studying for a recognised qualification! Keep an eye on our website for the latest apprenticeship opportunities.

business.caw.ac.uk/apprenticeships



Apply

If you're ready to begin your new career, apply to study with us today!

Course Application

Find your course on our website, click the "Apply now" button, create an account and start completing the application form. You can leave the form at any time, just log back in to continue.

Enrolment and Interview

Submit your proof of identity and other documentation. You may be asked to attend an enrolment day or interview at the college, or via telephone with a member of our programme teams.

Start Learning

Unlike many other colleges, our induction process starts before you get to college with our online induction courses, maximising your time in learning.



Contact Us

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EH12 9EB

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N11 1GN

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