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## **CUSTOMISED PROVISION GUIDANCE NOTES**

### **What is Customised Provision?**

The opportunity to develop Customised Provision is designed to enable training providers, colleges and employers to access Lantra Awards accredited certification for your bespoke training and/or assessment. It is aimed primarily at those delivering local training and education to a specific target group. It is administered by you, the provider, and can be run on an unlimited number of occasions. Any materials that support the provision are held and distributed by you.

### **What type of certification will the candidates receive?**

Lantra Awards offers a certificate of attendance or certificate of training. The certificate of training is dependant upon whether candidates receive a pass/fail status on completion of the assessment. Lantra Awards is also able to offer skills cards in conjunction to certification.

### **Who can instruct Customised Provision?**

You can register your own instructors with Lantra Awards or you can use an instructor from Lantra Awards existing network, utilizing the expertise we have within the industry. Instructors who are not already registered with Lantra Awards must comply with the criteria below:

- Instructional techniques qualification/training
- Technical knowledge and expertise where appropriate
- First Aid Certificate where appropriate.

### **How is Customised Provision quality assured?**

A huge benefit of registering for Customised Provision is the external quality assurance that is associated with it.

Arrangements will be agreed between Lantra Awards and the training provider and will be based on the level of risk associated with the course or assessment. Quality assurance could involve audit reports, notification and minutes of relevant meetings, visits to centres etc.

An external verifier may well be assigned to monitor your provision.

### **How to become approved for Customised Provision?**

In order to be registered to deliver customised provision – providers must complete the form “Submission for Lantra Awards Accreditation – Customised Provision”; which incorporates simple guidance notes within the document.

### **How can I link my provision more closely to national requirements?**

Lantra Awards is committed to ensuring that Customised Provision remains current and relates, where possible to national criteria for approved qualifications. Eventually we aim for all provision to be unitised in line with QCF requirements. If you would like to unitise your Customised Provision please request a copy of our unit template and unit development guidance.

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## **COMPLETING THE TEMPLATE FOR CUSTOMISED PROVISION – NOTES**

### **A1:**

In order to minimise confusion regarding the titling and leveling of provision within the NQF and QCF the titling of Customised provision should reflect the content but not the level and size of the provision. The maximum number of characters that can be contained within the title of your provision is 50 – including spaces.

### **A2:**

Developing Customised Provision enables our centres to demonstrate a minimum level of delivery and quality assurance. Although this provision is not regulated formally – we are keen to ensure that all our provision meets minimum national standards. It would be helpful for any provider delivering and assessing learning and training to relate to both regional and national agendas. We are interested in knowing which areas you may have previously operated in; and any collaborative activity or partnerships that your organization/s has been involved in.

### **A3:**

In order to ensure that there is a demand for your provision and add value for any learners and employers who may access it we are interested in tracking the origins of your development and where the initiative has originated.

### **A4:**

It may help the structure of your provision to break learning activity into smaller bite-sized units. This also links to the national agenda regarding unitisation. If you need further help in identifying where your provision sits within the national sector classifications please see Annex 1 and/or call to discuss your plans.

### **A5:**

If your provision directly relates to a set of National Occupational Standards please acknowledge which NOS are applicable. If you are unsure of whether there are NOS that relate to the provision you are developing then you may want to search the standards directory at <http://www.ukstandards.org.uk>

### **A6:**

It may add value to your provision if you can demonstrate a relationship with key skills in Adult Literacy; Numeracy or I.T. It may be possible for learners to demonstrate some of these skills as a part of the activity they are undertaking with you that will enhance their employment opportunities and also add value to your provision as a whole. For information regarding Key Skills you may wish to review the current standards at [www.qca.org.uk](http://www.qca.org.uk)

## **UNIT DEVELOPMENT**

Lantra Awards is keen to support all centres to ensure that their provision meets the national agenda in relation to learning and skills.

If you would like to try and unitise your provision please see the Lantra Awards Unit template and unit development guidance.