



NVQ APPLICATION PACK

LEARNER DETAILS

First name:	Last name:
Title: Mr / Mrs / Miss / Ms	Gender: Male / Female
Email address:	
Date of Birth:	National Insurance Number:
I am or will be aged 16 or more on the day training will start: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you consider yourself to have a disability or health problem? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state:	
Do you consider yourself to have a learning difficulty? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state:	
Ethnicity (select ONE only): Asian or Asian British: Chinese / Bangladeshi / Indian / Pakistani / Other Asian Background Black or Black African: African / Caribbean / Other Black Background White: British / Irish / Other White Background Mixed: White and Asian / White and Black African / White and Black Caribbean / Any Other	
Have you been a resident in the European Community for a minimum of 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/> If relevant, please state date of entry into the European Community:	
Are you currently attending college / university or receiving any other government funding for training? Yes <input type="checkbox"/> No <input type="checkbox"/>	

I am interested in completing the NVQ2 <input type="checkbox"/> (NVQ2 takes 1 year to complete; you can expect to spend 2 hours/week studying)
I am interested in completing the NVQ3 <input type="checkbox"/> (NVQ3 takes 2 years to complete; you can expect to spend 6-8 hours/week studying)
Please indicate how you would like this course to be delivered: Paper Version / On-Line

COMPANY DETAILS

I work in: Community Pharmacy <input type="checkbox"/> Hospital <input type="checkbox"/> Dispensing Doctors <input type="checkbox"/>		
Company name:		
Workplace / Branch address:		
		Post code:
Tel:		Fax:
If a Supervising Pharmacist / Technician / Manager will be responsible for your course please add their email address below and we will cc. any details of your progress.		
Email address:		

INVOICE ADDRESS (if different from above)

Company name:	
Invoicing address:	
Post code:	
Tel:	Fax:



QUALIFICATIONS CURRENTLY ATTAINED

In the first column please circle the number corresponding to the qualification attained. In the second column please list all the subjects that you have passed relating to the circled qualification. Please supply copies of all certificates relating to pharmacy and / or any Key Skills certificates attained.

Qualifications	Subjects Taken
Level 5 1 Degree or Equivalent	
Level 4 1 Degree or Equivalent 2 BTEC / BEC National HNC / HND 3 Higher Ed Certificate or Diploma 4 LCCI Advanced Level 5 NVQ Level 4 6 Nursing (SRN) 7 RSA Adv Cert or Higher Diploma	
Level 3 1 Two or more 'A' Level passes 2 Four or more 'AS' Levels 3 BTEC / BEC National ONC / OND 4 C&G Advanced Craft 5 GNVQ Advanced 6 LCCI Diploma (Third Level) 7 NVQ Level 3 8 Pitmans Level 3 Advanced Higher Cert 9 RSA Stage 3 Advanced Diploma 10 TEC Cert / Diploma 11 Access to Higher Education Courses 12 ESOL & Foreign Language Adv Award	
Level 2 1 Five or more GCSE or O Level Grades A-C 2 Five or more CSE Grade 1 3 One 'A' Level 4 Two or Three 'AS' Levels 5 BEC Cert Diploma with Credit 6 BTEC First Diploma 7 C&G Higher Operative / Craft 8 GNVQ Intermediate 9 LCCI Certificate (Second Level) 10 NVQ Level 2 11 PEI Stage 2 12 Pitmans Intermediate Level 2 13 Diploma Certificate 14 RSA Diploma	
Level 1 1 GCSE / 'O' Level Grades D-G (less than 5 at A-C) 2 CSE Below Grade 1 3 One 'AS' Level 4 BEC General Certificate 5 BEC Diploma 6 BTEC First Certificate 7 C&G Operative Awards 8 CPVE (Yr 1) Technician 9 GNVQ Foundation 10 LCCI Elementary / First Level 11 NVQ Level 1 12 PEI Elementary / First Level 13 RSA Elementary / First Level / Vocational Cert	
Below Level 1 Word Power / Number Power	
X No Qualifications	



EMPLOYMENT DETAILS

How many hours do you work per week in total?

Please state your working hours for each day:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

SKILLS SCAN

Please can you tick the appropriate boxes:	Yes	No
Are you involved with the receipt, validation, assembly and issuing of prescriptions?		
Are you involved with the ordering, receiving, general maintenance and issuing of pharmaceutical stock?		
Do you deal with requests for pharmaceutical information and advice?		
Are you able to identify and deal with hazards and risks in your workplace and understand your health and safety policies?		
Do you plan and organise your own work whilst taking account of the needs of your organisation?		
Do you evaluate and develop your own work and identify areas for improvement or expansion?		
Are you able to identify the needs of your customers, meet those needs and deal with complaints about services or products as part of your everyday role?		
Are you able to start up and close down your computer equipment, enter and save data, retrieve and supply information and choose the appropriate software to carry out tasks?		
Are you involved with the preparation of sterile and non-sterile batch medicinal products?		
Are you involved with the preparation of aseptic pharmaceutical products?		
Do you assist with the sale of GSL and Pharmacy medicines and respond to customers' requests for information and advice about products, symptoms and healthcare?		
Do you assist with the provision of services outside the pharmacy e.g. MDS, collection and delivery service?		
Do you assist in the supply of appliances such as dressings, hosiery, ostomy or continence care appliances?		
Are you involved with the endorsing and processing of prescriptions to ensure correct payment?		
Are you able to plan demonstrations to groups of four or more learners and to individuals?		
Are you able to plan and instruct groups of four or more learners and individuals?		



COURSE REQUIREMENTS

Expert Witness:

Your expert witness can be a Pharmacist or Senior Technician - please register their details below:

Name of Supervising Pharmacist/Senior Technician:	
Signature of Pharmacist/Senior Technician:	
RPSGB number:	
No of hours per week you will supervise the candidate:	

Please note that in order to complete the NVQ Level 3 in Pharmacy Services with the Technical Certificate underpinning knowledge, you must be working under the direct supervision of a registered Pharmacist for a minimum of 14 hours per week for 2 years.

Statement of authenticity:

All work completed must be that of the student. All word processed documents should be signed and dated. The Pharmacist / Senior Technician should make use of oral / written questions to identify work sent to Buttercups as authentic. Candidates may study together but all assignments should be completed independently.

Statement re: Forgeries

On receiving any forged work Buttercups Training reserve the right to remove the candidate from the course.

Forged work can be identified as:

- A falsified witness signature
- Falsified evidence where the evidence has not been produced by the person claiming to do so
- Statements made on a candidate's performance are untrue and both the candidate and witness have signed to confirm its authenticity

Forgeries invalidate evidence and in the event of receiving forged work the candidate will be contacted directly and a decision made either requesting the candidate to resubmit evidence for the whole unit to which the evidence applies, or removing the candidate from the course.

Data protection consent:

Under UK and European Data Protection legislation, data from which living individuals can be identified are classed as 'personal data'. The handling of personal data has to comply with legal requirements covering such things as the way in which this information is acquired, how it is processed and the extent to which it is disclosed or transferred to others. Buttercups Training needs to store data about you and your course progress.

The data you provide on this form will be used by Buttercups Training for administrative and statistical purposes. By submitting your personal data you are giving your consent for it to be used for these purposes. It will be used in accordance with the relevant legislation, including the Data Protection Act 1998. If you have any questions about the use of the data collected here or other personal information, please contact Buttercups Training on 0115 937 4936.

By filling in this application pack and returning it to Buttercups you are consenting to us storing your data electronically.



LEARNING AGREEMENT / CONTRACT

This agreement is between the Learner, the Employer (Supervising Pharmacist / Manager) and Buttercups Training Ltd. This Learning Agreement / Contract must be discussed by the Learner and Employer (Supervising Pharmacist / Manager).

Learner's Responsibilities:

I will work conscientiously throughout the course.
I will take responsibility for my course, making sure I meet all of my targets and deadlines.
All work I submit for assessment will be my own.
I will actively participate in all learning activities whilst on course.
I will ask for support from my Employer or Buttercups Training Ltd if I am unsure or do not understand any aspect of my course or assessment.

Employer's (Supervising Pharmacist / Manager) Responsibilities:

I will provide you with appropriate and dedicated study time within your working week (by mutual agreement).
I will support you throughout the course.
I will ensure that you are working in the appropriate area to be able to complete your course.
I will support you in making sure all your work meets the requirements stated.

Buttercups Responsibilities:

We treat all learners with fairness regardless of age, disability, race, gender or religion.
We will respond to all enquiries in a timely manner.
All submitted work will be marked / assessed by qualified staff within a reasonable time period.
We will arrange timely certification.

DECLARATION

I can confirm that I have read through, understood and completed all the information contained within this application pack. I understand that if I have declared false information the provider may take action against me to reclaim the tuition fees and any support costs provided. I hereby give my consent to the storage of personal information about me and my course progress. I understand that this information may remain available and in storage after I have finished my course of study.

Learner Name:	Learner Signature:
Supervising Pharmacist / Technician / Manager's Name:	Supervising Pharmacist / Technician / Manager's Signature:
Buttercups Training Ltd (representative signature):	
Date:	

INITIAL ASSESSMENT

In order to start your NVQ course, we require that you complete an initial assessment so that we can help numeracy and literacy skills if necessary.

This is not designed as an exam; it is only to allow us to see your ability in numeracy and literacy so that we can give the best and most relevant help and advice to you.

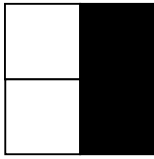
Do not worry if you find some of it hard; if you cannot complete a question just leave it and move on to the next one. We then will know what you can do, and what you struggle with, so that we can address any weaknesses you may have.

- Although it is not a test as such, we request that you do them on your own with no help from others.
- You may not use a calculator.
- There is no set time limit to it, although we recommend that you should do it at a steady pace and take no longer than 40 minutes to complete it.

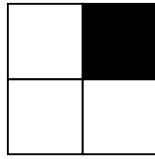
Please note: Passing this initial assessment is not necessarily required in order to start your NVQ course.



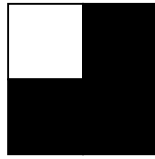
1 Which of these squares has $\frac{1}{4}$ shaded in black?



A



B



C



D

2 In a hospital pharmacy, a patient receives 85 pence change. Which of these makes up the correct money? Tick the correct box.



3 I bought two packets of paracetamol for 40p each. What was my change from £1?

80p

40p

20p

no change

4 Look at the table below; how many minutes does it take to get between Glasgow and York?

220

216

371

71

5 Look at the table below; how many more minutes does it take to get from Manchester to London than from Manchester to Birmingham?

minutes

Birmingham	120				
Manchester	203	88			
Glasgow	413	298	220		
Oxford	57	68	161	371	
York	212	134	71	216	184
	London	Birmingham	Manchester	Glasgow	Oxford

This table shows the time in minutes it takes to drive between different cities

6 Jim earns £6.00 per hour. How much does he earn in 7 hours?

7 You take in 48 prescriptions in the dispensary in 8 hours. How many on average do you take per hour?

5 6 8 40

8 There are 3 boxes of anti-histamine, each containing 12 tablets. How many tablets are there altogether?

3 12 24 36

9 You take your post to be weighed before sending it and it comes to £4.45. If you pay with a £20 note, how much change do you get?

£4.45 £15.55 £15.00 £1,555

10 You are weighing out some aqueous cream; what units could be used?

grams kilograms yards micrograms

11 Put these weights of people in order starting with the lightest.

67.354 kg	98.3 kg	67.432 kg	93.84 kg	67.235 kg
1.	2.	3.	4.	5.

12 Your lunch break lasts for $\frac{3}{4}$ of an hour. How many minutes is this?

15 30 54 45

13 Jim starts work at 9:45 am and finishes at 6:15 pm. How many hours does he work for?

$6 \frac{1}{2}$ $7 \frac{3}{4}$ $8 \frac{1}{2}$ 510

14 Sachin's month's wages are £1049.20. He has to pay £209.84 in tax, £45.67 for superannuation and then £30.00 for parking. How much money does he have left?

15 Your speed at serving customers has increased by 15%. You used to be able to serve 20 people per hour. Now how many can you serve per hour?

8 15 22 23

16 You have to mix squash with water in the ratio of 1 : 4. You use a bottle containing 200ml of squash. How much water will you need?

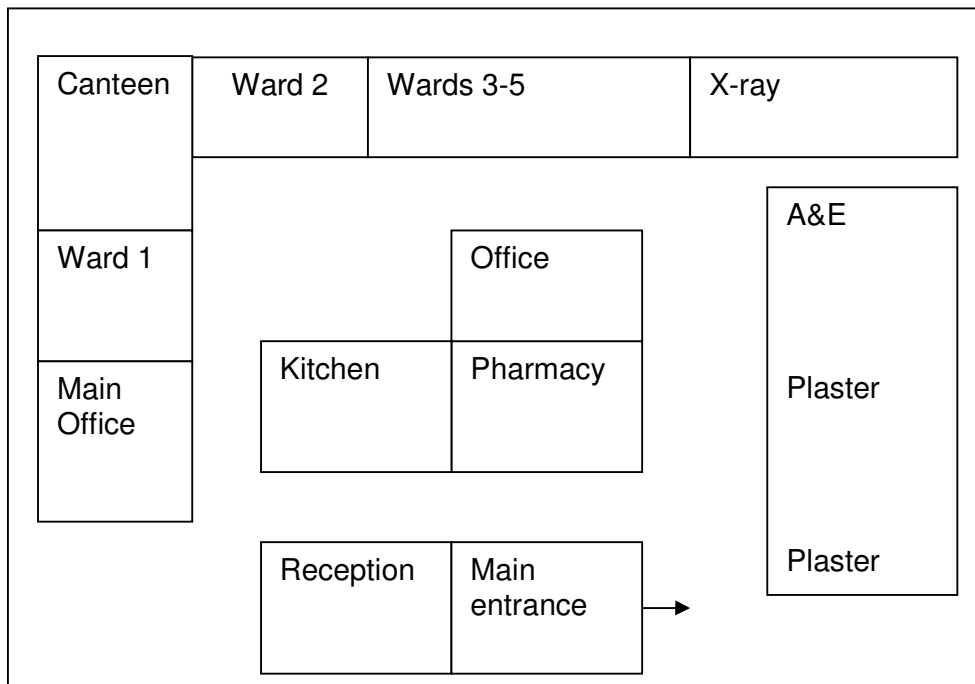
50ml 200ml 800ml 8l

ANN'S WORK DIARY:

When I arrive at work, I follow the hand washing procedure before entering the ward. Then I check which area of the ward I will be working in before taking part in the handover meeting. After the meeting, I go onto the ward to greet the patients.

1 Which is the correct order in which Ann does things each morning?

- Greet patients; hand washing; check ward area; handover meeting.
- Check ward area; hand washing; handover meeting; greet patients.
- Hand washing; check ward area; handover meeting; greet patients.
- Hand washing; handover meeting; check ward area; greet patients.



2 Follow these directions from the Main Entrance to one of the rooms in the hospital.

After leaving the Main Entrance, turn left through the corridor between Plaster and the Pharmacy. The room you want is on the left just after the Pharmacy.

Which room have you reached?

3 Put these words in alphabetical order:

Drug Counter Complaints Medicine

--	--	--	--

4 To use the till, switch on at the mains _____ pressing the green button.

then and before but

5 Circle any words below that should have been started with a capital letter:

The meeting with doctor Wilson will be on tuesday at 2 o'clock.

6 I work with a _____.
pharmastick pharmasist pharmicist pharmacist

7 Read these sentences. One is trying to *persuade*; one is trying to *inform* and one is trying to *explain*. Write in the boxes what each is trying to do.

The group meeting is on Tuesday.

Why not come to the Dispensing Assistant training meeting on Tuesday?

The meeting is to tell you about the new care plan.

8 Look at the application form. Circle the line where you would include information about a person who will support your application.

Application Form:
1. Name
2. Gender
3. Occupation
4. Referee
5. Reference number

Please read the letter below and answer the questions that follow.

Great Pharmacy
Pharmacy Road
Nottingham

Dear Sir/Madam
Mr Jones has recently transferred from intensive care at Merrifield Unit, Holly Road, Wigan to Honeylands Rehabilitation House at 32 Field Lane, Wigan. It is expected that Mr Jones will be able to be back at the dispensery in Great Pharmacy, Pharmacy Road, Wigan by the end of next month. If you would like too visit him, please do so at his current address.

Kind regards,
Ravi Higgs



Read the following information on the use of fire extinguishers and then answer questions 17-19.

Class A Extinguishers will put out fires in ordinary combustibles, such as hair, wood and paper. The numerical rating for this class of fire extinguisher refers to the amount of water the fire extinguisher holds and the amount of fire it will extinguish.

Class B Extinguishers should be used on fires involving flammable liquids, such as grease, hair sprays, oils, etc ☆ The numerical rating for this class of fire extinguisher states the approximate number of square feet of a flammable liquid fire that a non-expert person can expect to extinguish.

Class C Extinguishers are suitable for use on electrically energised fires. This class of fire extinguisher does not have a numerical rating. The presence of the letter "C" indicates that the extinguishing agent is non-conductive.

17 In the Class B box, one word is incorrectly spelt; write the correct spelling in the box

18 Which type of extinguisher would be most suitable to tackle a chip pan fire?
A B C

19 What is the missing punctuation mark at ☆ ?
: ; . ,

Read the text below and answer question 20.

The Dispensing Assistant came into the staff room after a long day in a busy shop. She said, "I can see they must have been really busy today in the staff room. Judging by the number of dirty cups, I expect their morning was so hectic that they hardly had time to have a sit down!"

20 Tick which of the statements is true about how the Dispensing Assistant is feeling.

She is concerned about her colleagues.	<input type="checkbox"/>
She is grateful to the morning staff.	<input type="checkbox"/>
She is being sarcastic about dirty cups.	<input type="checkbox"/>
She is feeling sorry for the patients.	<input type="checkbox"/>

