

## **To whoever it may concern.**

Through the Company I am employed by (SGL Carbon Fibers Ltd) I was able to complete my NVQ Level 4 in Occupational Health & Safety Practice.

After receiving the Course Information on disc through the post “and studying the information” I felt it was going to be a difficult task to gain the NVQ qualification, It was a relief when the “Local” assessor (Mr Chris Thatham) visited me and explained “the logical way forward” and what type of information was required to be submitted.

I worked through the NVQ Guidebook (as suggested unit by unit) and delivered the information to my NVQ Portfolio Co-Ordinator (Mr Matthew King) who recipted the information and passed it onto my NVQ Portfolio Manager/Assessor (Mr John Jacques)

I found John very positive and supportive, He assessed my information and always replied quickly with constructive comments, He also supplied me with a brief overview with a “progress to date page” Red ink told me which sections of the particular units were completed, Black had to be completed or reworked.

Overall I found the SHEilds, team to be very professional (Nothing was too much trouble for them) The team was easily contactable by E Mail or Telephone, and response to any Questions / Concerns were dealt with very quickly. This is the first time that I have completed an E Learning course, it was the only way I could progress my qualifications / career due to on going work commitments.

As intimated by Chris Thatham, “ I am involved in all the work which covers the NVQ units, Its just a case off pulling all the information together and sending it to the assessor for verifying.

I would strongly recommend SHEilds to others who are considering to complete reconised courses / qualifications.

Like me if you have time constraints E Learning is the way forward.

Regards

**William Mackintosh**