



**CLOVER
LEARNING
COMMUNITY**


Empowering students to be self managed learners





Student prospectus

2021 – 2022

Where positive outcomes are achieved

 cloverlearning.org.uk

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The logo for NCFE, consisting of the lowercase letters 'ncfe.' in a bold, black, sans-serif font. The background of the entire page is a light green, out-of-focus image of clover leaves.

Clover Learning Community is a NCFE approved qualification centre.

(This prospectus reflects NCFE qualification details).

Welcome from the staff



Jadie
Head of Centre



Bhav
Deputy Head of Centre



Lily
Learning Mentor

Welcome to Clover Learning Community

Clover Learning Community is an alternative provision based in Blaby, Leicestershire. We provide high quality education for KS3/4 students who find it difficult to access their mainstream provision on a full-time basis, and for post 16 students who have an EHCP.

Clover Learning Community is run by two teachers of English and maths, with over 25 years of combined teaching and management experience in both mainstream and SEN settings, LA educational services, and industry. We are committed to working with students who require a small, nurturing, and low arousal environment free from the distractions of a large classroom.

We offer a range of educational programmes to help students develop their skills in areas of interest to themselves. We understand the importance of supporting students in selecting their own curriculum, so they are managers of their own learning. We also provide English and maths study at GCSE or Functional Skills Level 1 and 2.

Our strong pastoral focus supports each student in overcoming their barriers to learning, enabling them to take the reins of their own education. At Clover Learning Community, we start each day with a morning meeting that enables students to decide the structure of their timetable for the day and what their learning will look like. The day ends with students reviewing their successes of the day and a reflection of what could have been better in preparation for their next day at Clover Learning Community.

We aim to enable every student to thrive and achieve well for themselves – empowering them with the confidence and readiness for their next phase of education / employment.

We look forward to working with you and your students.

Student voice

'I like that there are no distractions and I like the 1:1 learning – I don't have to get paranoid about asking for help. I like that staff respect you and give you freedom to learn how you like to learn. It's good that you don't get told, 'Don't do that!' all the time.'

Ellie – age 16



'I like it here because I know what I am doing all the time. It's good that I can choose the structure of my day. I wish I had come here ages ago. Everyone here is really friendly.'

Really good 1:1 work, much easier to concentrate here.'

Harry – age 16

Our learning offer



English and maths

As experienced and skilled teachers of English and maths, we offer various programmes of study so all students' needs can be catered for.

For KS3 and KS4 students, we offer Quality First Teaching to thoroughly prepare students for their GCSEs. We can teach to AQA, Edexcel and WJEC specifications for GCSE English Language and GCSE mathematics.

We offer Functional Skills from Entry Level through to Level 2 for KS3 and KS4 students wishing to take this route, and for our post 16 students.

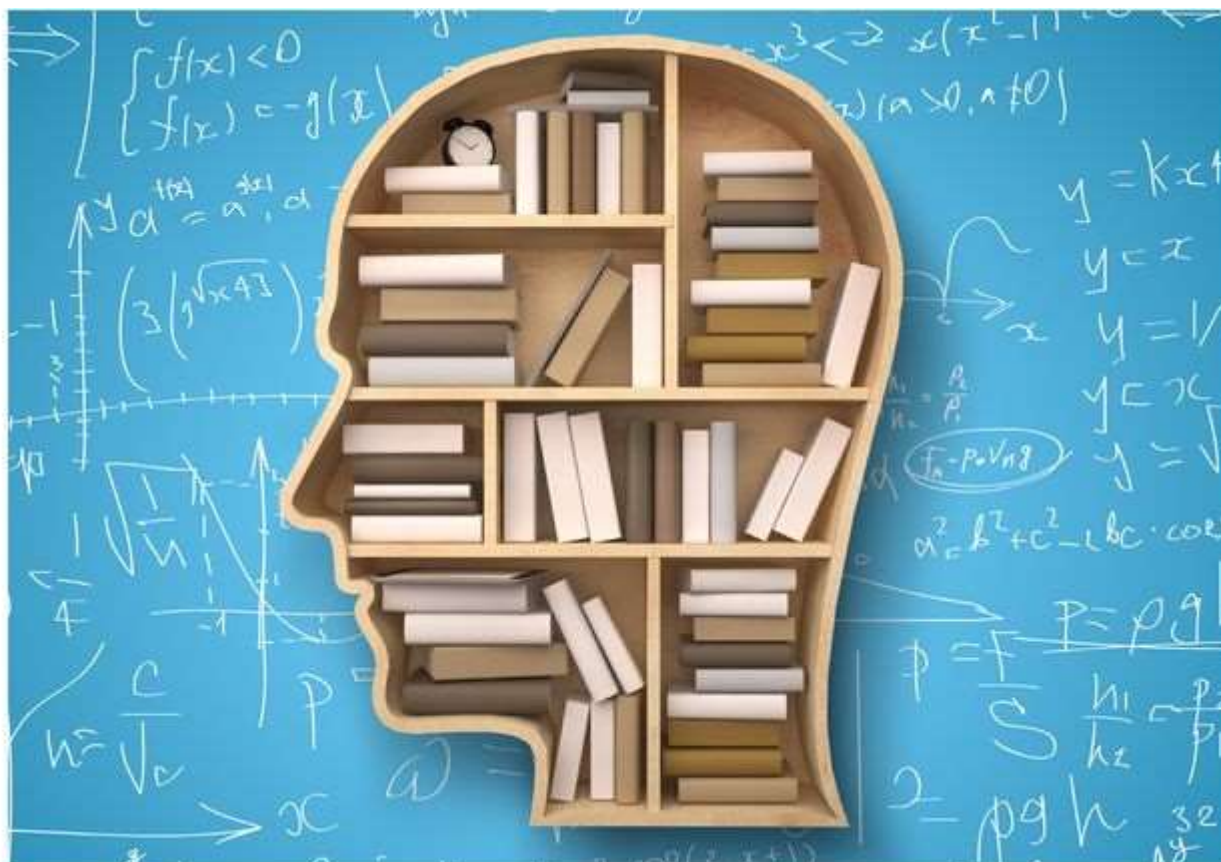


Functional Skills English

Qualification title	Entry Level (1,2,3) Functional Skills in English	Level 1 and 2 Functional Skills in English
Qualification number(s)	603/5059/3 603/5056/8 603/5052/0	603/5058/1 603/5054/4
Total qualification time	61 hours	66 hours
Guided learning hours	55 hours	55 hours
Assessment method	Externally set controlled assessments for Reading, Writing and Speaking and Listening internally assessed, and internally and externally quality assured.	External assessments in Reading and Writing and controlled assessments for Speaking and Listening
Aims and objectives	<p>Functional Skills English qualifications at these levels indicate that students should be able to speak, listen, communicate, read and write with increasing clarity, accuracy and effectiveness at each level. They should be able to:</p> <ul style="list-style-type: none"> • Listen, understand and respond to verbal communicating in a range of familiar contexts • Acquire an understanding of everyday words and their uses and effects, and apply this understanding in different contexts • Read with accuracy straightforward texts encountered in everyday life and work and develop confidence to read more widely • Write straightforward texts and documents with clarity and effectiveness, and demonstrate a sound grasp of spelling, punctuation and grammar. <p>Students should, with some direction and guidance, be able to apply these functional skills to informal and some formal contexts, in familiar situations.</p>	<p>Functional Skills English qualifications at these levels indicate that students should be able to speak, listen, communicate, read and write clearly, accurately, confidently, and with effectiveness. They should be able to:</p> <ul style="list-style-type: none"> • Listen, understand and make relevant contributions to discussions with others in a range of contexts • Apply their understanding of language to adapt delivery and content to suit audience and purpose • Read a range of different text types confidently and fluently, applying their knowledge and understanding of texts to their own writing • Write texts of varying complexity, with accuracy, effectiveness, and correct spelling, punctuation and grammar • Understand the situations when, and audiences for which, planning, drafting and using formal language are important, and when they are less important. <p>Students should be able to use these functional skills autonomously, applying them to a range of formal and informal contexts, in the workplace and in real life.</p> <p>A key aspect of developing knowledge and skills in English, at Level 1 and 2, is to be able to communicate with confidence, effectiveness and with an increasing level of independence.</p>

Functional Skills Maths

Qualification title	Entry Level (1,2,3) Functional Skills in Mathematics	Level 1 and 2 Functional Skills in Mathematics
Qualification number(s)	603/5057/X 603/5053/2 603/5061/1	603/5055/6 603/5060/X
Total qualification time	61 hours	66 hours
Guided learning hours	55 hours	55 hours
Assessment method	1 externally set controlled assessment internally assessed, internally and externally quality assured	External assessment
Aims and objectives	<p>Functional Skills Mathematics qualifications at these levels should:</p> <ul style="list-style-type: none"> • Enable students to become confident in their use of fundamental mathematical knowledge and skills, as described through the content. • Indicate that learners can demonstrate their understanding by applying their knowledge and skills to solve simple mathematical problems or carry out simple tasks. 	<p>Functional Skills Mathematics qualifications at these levels should:</p> <ul style="list-style-type: none"> • Indicate that students can demonstrate their ability in mathematical skills and their ability to apply these, through appropriate reasoning and decision making, to solve realistic problems of increasing complexity. • Introduce students to new areas of life and work so that they are exposed to concepts and problems which, while not of immediate concern, may be of value in later life. • Enable students to develop an appreciation of the role played by mathematics in the world of work and in life generally.



Gardening

Grow your skills in gardening and let your green fingers flourish.

Our range of gardening qualifications, enable you to successfully create and maintain soil beds, propagate seeds to grow vegetables, flowers, herbs and fruit, and develop the knowledge and skills needed to use a range of gardening tools safely and effectively.



Qualification Title	Entry Level Award in Occupational Studies for the Workplace	Entry Level Certificate in Occupational Studies for the Workplace	Level 1 Award in Occupational Studies for the Workplace	Level 1 Certificate in Occupational Studies for the Workplace	Level 2 Award in Occupational Studies for the Workplace
Qualification number	601/1186/0	601/1185/9	601/1087/9	601/1088/0	601/1424/1
Total Qualification Time	60	130 hours	60 hours	130 hours	60 hours
Guided Learning Hours	40	100 hours	35 hours	88 hours	42 hours
Credits	6	13	6	13	6
Assessment method	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence

Entry Level Award / Certificate	Unit summary
Unit 02 – Introduction to the propagation of plants	Students will develop their knowledge of the different forms and potential sources of embryo plants and understand the need to plant appropriately.
Unit 03 – Introduction to garden horticulture	Students will develop their knowledge of things that grow in a garden / allotment. They will develop their skills in propagating plants, preparing an outside growing bed and be able to grow and care for plants.
Unit 05 – Introduction to garden maintenance skills	Students will develop their knowledge of tools used in garden maintenance and be able to maintain a garden. They will also develop their understanding of the importance of lawn maintenance and the correct methods of garden waste disposal.

Entry Level Award / Certificate (cont.d)	Unit summary
Unit 09 – Developing skills for using and maintaining garden hand tools	Students will grow their knowledge range of gardening hand tools and how to use and maintain them. Students will also understand health and safety during the use and transportation of garden hand tools.

Level 1 Award / Certificate in Occupational Studies for the Workplace	Unit summary
Unit 01 – Developing skills in garden horticulture	Students will develop their knowledge of and skills in garden horticulture.
Unit 02 – Sowing and growing techniques	Students will develop their knowledge of and skills in indoor and outdoor growing techniques and the care of transplant seedlings/plants.
Unit 03 – Cultivating compost and soils	Students will develop their skills in soil cultivation and associated techniques. Students will also develop their knowledge of different soil types and how to make and use compost.
Unit 04 – Cultivating herbs	Students will develop their knowledge of the use and selection of herbs. They will also expand their skills in being able to cultivate herbs.
Unit 24 – Basic food preparation and cooking	Here, students will develop their knowledge about the principal methods of cooking the produce they have grown. They will develop their skills in being able to prepare, cook and present their grown produce as a simple dish.

To achieve the Level 1 Award you are required to complete units 01 and 02
 To achieve the Level 1 Certificate you are required to complete all stated units.

Level 2 Award in Occupational Studies in the Workplace	Unit summary
Unit 03 – Garden horticulture skills	Students will develop their knowledge and skills in being able to identify garden/allotment produce, knowing how to control weeds and be able to grow from seed, using basic methods to improve plant yield.
Unit 06 – Understanding how to grow fruit and vegetables	Students will develop knowledge and skill in crop rotation, siting a vegetable production area and how to grow a range of vegetable seeds. Students will also expand their understanding of the key factors in growing and how to maintain tree fruit plants.



Cooking

Make yourself a master of the kitchen.

These qualifications will build your knowledge and skills in food preparation, food hygiene and food presentation skills. You can learn to cook the basics or expand yourself to Masterchef level!



Qualification title	Entry Level Award in Occupational Studies for the Workplace	Level 1 Award in Occupational Studies for the Workplace	Level 2 Certificate in Creative Craft (Cookery)
Qualification number	60111860	601/1087/9	601/3232/2
Total qualification time	60 hours	60 hours	150 hours
Guided Learning hours	40 hours	35 hours	110 hours
Credits	6	6	15
Assessment method	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence

Entry Level Award in Occupational Studies for the Workplace	Unit summary
Unit 34 – Basic Cooking	Students will develop their knowledge and skills so they will be able to cook basic food items and dishes.
Unit 35 – Basic food preparation	Students will develop their knowledge and skills so they will be equipped to prepare food for cold presentation or cooking.
Unit 36 – Food hygiene and safety	Students will develop their knowledge of basic food hygiene and how food safety measures are implemented.

Level 1 Award in Occupational Studies for the Workplace	Unit summary
Unit 24 - Basic food preparation and cooking	Students will develop their knowledge and skills in the principal methods of cooking and be able to prepare, cook and present simple dishes.
Unit 27 - Maintenance of a safe, hygienic, and safe working environment	Students will develop their knowledge about personal health and hygiene in a safe and secure workplace and demonstrate their understanding in practice.

Level 2 Certificate in Creative Craft (Cookery)	Unit Summary
Use materials, tools and equipment to develop craft techniques	Students will explore different materials and develop and understanding of the visual and tactile qualities of them. They will develop their techniques for manipulation of different craft materials and develop the use of tools needed whilst ensuring that they observe the health and safety aspects of the materials, tools and techniques used.
Investigate creative enterprise and employment opportunities	Students will research enterprises in the field of creative cookery and understand what makes them successful. They will also explore employment opportunities, identify their own strengths and areas for development and devise an action plan to meet their career aspirations.
Develop Craft Ideas	Students will research and compare sources and contexts to inspire their ideas for craft. Students will have the opportunity to present their ideas to others to gain feedback on which to adapt or improve their idea. They will develop their ideas by researching, debating and adapting their idea before selecting and justifying their final piece.
Create, present and evaluate final cookery item	Students will plan, produce and evaluate their own cookery craft work. Learners will prepare the tools, materials and equipment required to produce their craft piece whilst maintaining a safe work environment. Students will have the opportunity to display their finished piece in an appropriate way or setting for others to see. They will also evaluate their whole creative process and record any issues/challenges they faced and any areas for improvement.



Office Skills

Equip yourself with the skills and knowledge needed to work effectively in an office setting.

Our Office Skills qualifications enable you to expand your capabilities in working as part of a team, develop your ability to independently prioritise your work tasks, and build a solution focused attitude when faced with problems. You will improve your communication skills, learn how to use a variety of IT systems and how to file documents securely.



Qualification title	Entry Level Certificate in Occupational Studies for the Workplace	Level 1 Award in Occupational Studies for the Workplace	Level 1 Certificate in Occupational Studies for the Workplace
Qualification number	601/1185/9	601/1087/9	601/1088/0
Total qualification time	130 hours	60 hours	130 hours
Guided Learning hours	100 hours	35 hours	88 hours
Credits	13	6	13
Assessment method	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence

Entry Level Certificate in Occupational Studies for the Workplace	Unit Summary
Unit 44 - Working in an office setting	Students will develop the knowledge and skills needed to work as part of an office team and organise their own work.
Unit 45 - IT user fundamentals	Students will develop the knowledge and skills to use IT systems, respond to common problems and be able to organise, store and retrieve information. Students will also develop an understanding of the need for safety and security practices. They will also be able to respond to common IT system problems.
Unit 46 - Using the telephone and photocopier	Students will develop the skills to be able to answer and make telephone calls in an office environment and be able to use a photocopier.

Entry Level Certificate in Occupational Studies for the Workplace (cont.d)		Unit Summary
Unit 47 - Developing reception and filing skills	Students will develop the skills to be able to carry out reception and filing duties and deal with messages in an office environment.	
Unit 48 – Spreadsheet software skills	Students will understand how to enter and edit information in a spreadsheet and use formulae, tools, and techniques to present spreadsheet information.	
Unit 49 – Using the Internet	Students will be able to get online with an internet connection, use browser software and tools for navigation, searching and communicating information whilst following safe and secure practices when working online.	

Level 1 Award in Occupational Studies for the Workplace		Unit Summary
Unit 39 – IT communication fundamentals	In this unit, students will be able to use different sources of information, including internet-based information. Students will also use IT to communicate and exchange information.	
Unit 40 – Understanding business communication	Students will develop their knowledge about forms, choice, and effective communication. Students will also gain an understanding of behaviours within a team and understand the benefits of effective communication strategy.	
Unit 44 – Working in an office	Students will understand how to respect and support other people whilst maintaining security and confidentiality at work.	

Level 1 Certificate in Occupational Studies for the Workplace		Unit summary
Students will study unit 39, unit 40 and unit 44 as listed above. In addition, students will study:		
Unit 41 – Using fax machines and photocopiers	Students will understand how to use and recognise problems with fax machines and perform photocopying tasks.	
Unit 42 – Filing skills	Students will understand filing classification systems in line with relevant legislation.	



Childcare

Nurture your caring side.

This set of qualifications enable you to grow your knowledge and skills in many aspects of childcare. You will learn about diets that are appropriate for different age ranges; how to provide physical and emotional support to children and understand a child's different behaviour patterns and how they learn. You will enhance your knowledge of the different roles and responsibilities within a family setting and improve your skills in being able to make children feel positive about themselves.



Qualification title	Entry Level Certificate in Occupational Studies for the Workplace	Level 1 Award in Occupational Studies for the Workplace	Level 1 Certificate in Occupational Studies for the Workplace
Qualification number	601/1185/9	601/1087/9	601/1088/0
Total qualification time	130 hours	60 hours	130 hours
Guided Learning hours	100 hours	35 hours	88 hours
Credits	13	6	13
Assessment method	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence

Entry Level Certificate in Occupational Studies for the Workplace	Unit summary
Unit 72 – Food and nutrition for children	Students will develop their knowledge of a balanced diet, food allergies and their effects and know about the food restrictions that affect the diets of religious and cultural groups.
Unit 73 – Caring for young children and babies	Students will understand how to provide physical care, choose clothing and footwear for children and the importance of a child's daily routine.
Unit 74 – Parenting skills	Students will develop their knowledge of the roles and rights in the family unit and the importance of listening. Students will be able to recognise and deal with 'difficult' behaviour in children of different ages. The learner will also understand parental needs and how children learn through daily family activities.

Entry Level Certificate in Occupational Studies for the Workplace (cont.d)	Unit summary
Unit 75 – Improving own confidence	Students will learn about confidence, decision making and associated emotions and feelings. Students will also understand how having goals can increase confidence.

Level 1 Award in Occupational Studies for the Workplace	Unit summary
Unit 69 – Caring for babies and young children	Students will develop their knowledge of the correct procedures, personal care and how to dress and respond for babies and young children.
Unit 70 – Understanding children’s social and emotional development	Students will understand the key elements and needs of children’s social and emotional development. Students will also understand behavioural patterns, how and why children learn and how to encourage children to feel positive about themselves.

Level 1 Certificate in Occupational Studies for the Workplace	Unit summary
Students will study unit 69 and unit 70 as listed above. In addition, students will study:	
Unit 68 – Introduction to health and social care	Students will understand the duties, procedures, equipment, and communication needed when working in a care environment. Students will communicate with others.
Unit 71 – Understanding changing roles and relationships in adolescence	Students will develop their knowledge of the changes in relationships between parents and children over time and through adolescence. The student will also understand the pressures that families may face, issues of power and authority and issues that may cause conflict.
Unit 72 – Using craft activities with children and young people	Students will understand the use of craft activities and how to plan, organise and review a craft activity.



Sport and Leisure

Improve your fitness as you learn.

These qualifications will allow you to develop your knowledge and skills in how to keep fit, how to set yourself personal fitness goals and how to work effectively as part of a team. You will be able to develop your organisation and communication skills by planning trips to local leisure facilities.



Qualification title	Entry Level Certificate in Occupational Studies for the Workplace	Level 1 Award in Occupational Studies for the Workplace
Qualification number	601/1185/9	601/1087/9
Total qualification time	130 hours	60 hours
Guided learning hours	100 hours	35 hours
Credits	13	6
Assessment method	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence

Entry Level Certificate in Occupational Studies for the Workplace	Unit summary
Unit 56 – Health and fitness	Students will develop their knowledge of why and how to keep fit and how to interact with others in a health and fitness setting. Students will participate in health and fitness development activities using safe working practices, complete a training programme and review their own performance and skills.
Unit 57 – Planning for and taking part in a visit	Students will be able to plan a visit to a chosen tourist destination and be able to use personal skills to take part in a visit.
Unit 58 – Taking part in sport	Students will be able to take part in an individual and team sport and review their own performance.
Unit 60 – How the body works	Students will understand some functions of the skeletal and muscular system, main components and functions of the cardio-respiratory system and some nutrients for a healthy diet.

Entry Level Certificate in Occupational Studies for the Workplace (cont.d)	Unit summary
Unit 61 – Indoor team games	Students will develop their knowledge of the equipment required for some indoor team games and know how to interact with others in these. Students will know game tactics and be able to participate in key roles required for indoor team games. Learners will be able to use safe working practices when participating in indoor games and review their own performance.

Level 1 Award in Occupational Studies for the Workplace	Unit summary
Unit 56 – Participating in leisure activities	Students will understand local leisure activities, key benefits of participation and how to maintain health and safety when participating in leisure activities.
Unit 57 – Taking part in sport	Students will know about and participate in a sporting activity followed by a performance review.
Unit 58 – Planning a fitness programme	Students will understand the components of fitness to be able to assess their own fitness levels. They will then plan, follow and review a fitness programme.

Workout Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	3 ✓	4	5	6
	10 ✓	11 ✓	12 ✓	13
✓	17	18 ✓	19 ✓	20
	24 ✓	25 ✓	26 ✓	27
	31			

Creative Craft

Let your creativity flow.

This range of qualification aims to provide you the opportunities to develop your skills in creative craft, introducing you to craft and design materials and allowing you to explore how these materials can combine to enable a creative piece to be developed. You will explore the importance of a safe working environment and using appropriate personal protective equipment. At Level 1, you will refine your knowledge of the underpinning processes of the craft process. At Level 2, you will explore enterprise and employment opportunities in the field of craft as well as developing your analytical, research and evaluation skills.

Qualification title	Entry Level Award in Creative Craft	Level 1 Award in Creative Craft	Level 2 Certificate in Creative Craft
Qualification number	600/4944/3	601/3360/0	601/3232/2
Total qualification time	20 hours	90 hours	150 hours
Guided learning hours	20 hours	80 hours	110 hours
Credits	2	9	15
Assessment method	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence

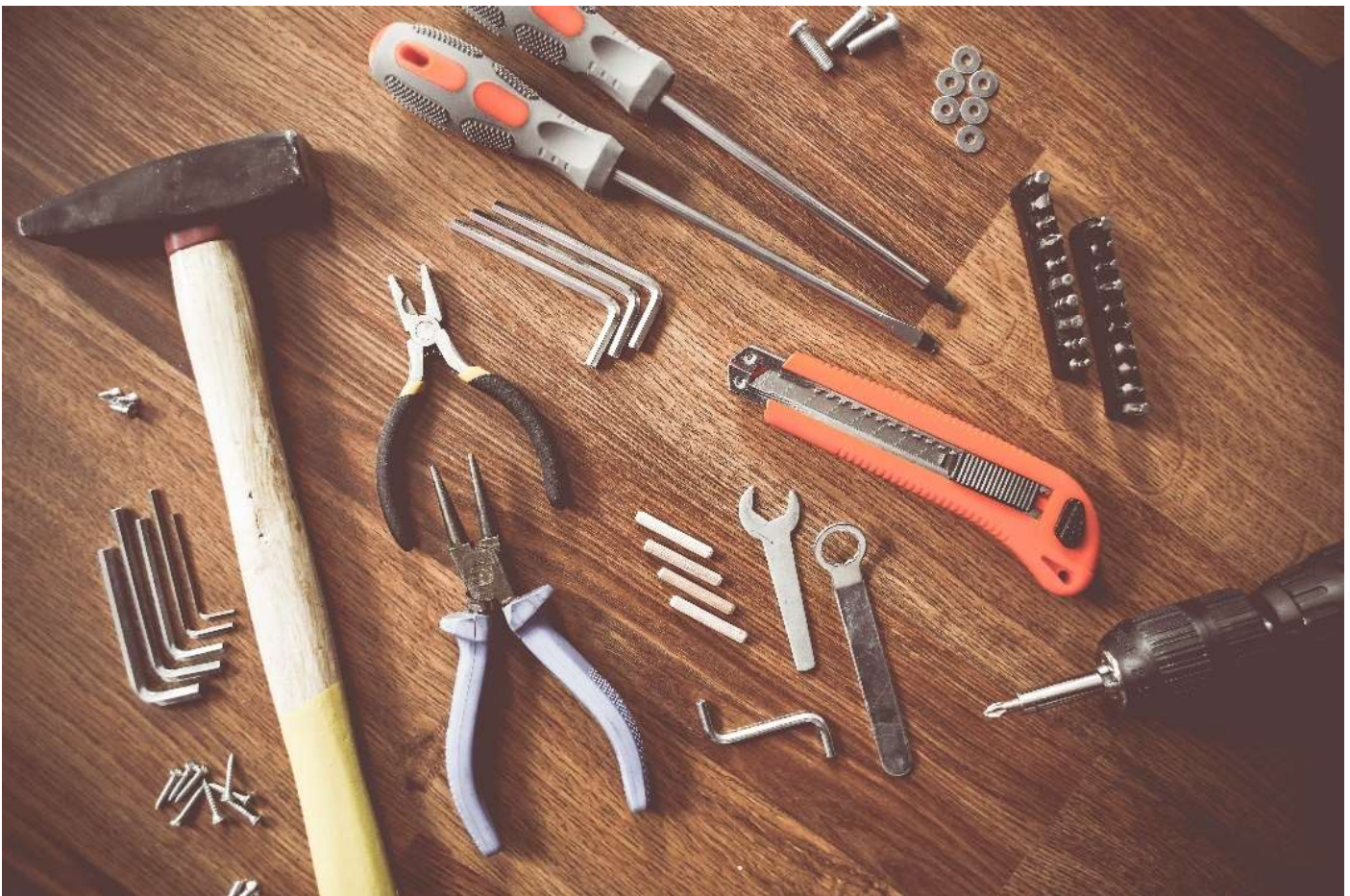
Entry Level Award in Creative Craft	
Unit title	Unit summary
Making an art or craft product	This unit introduces students to craft materials and enables them to create an art or craft product whilst working safely.

Level 1 Award in Creative Craft	
Unit title	Unit summary
Explore craft resources	Students will develop their knowledge of materials and the techniques used to manipulate them. They will explore the properties and characteristics of different materials and develop their use of tools and equipment for working with selected materials. Students will also cover health and safety procedures relevant to the chosen tools and materials.
Explore craft ideas	Students will explore the work of others to inspire and develop their own craft ideas. They will record their ideas and discuss them with others, responding to feedback and giving reasons for their final choice.
Create, present, and review final craft item	Students will plan, produce and reflect upon their own craft work. They will plan and prepare the tools, materials and equipment required to produce their craft item whilst maintaining a safe working environment. Students will have the opportunity to display their finished piece in an appropriate way or setting for others to see. Students will identify any issues/challenges they faced in the creative process and create an action plan to help them with future developments.



Level 2 Certificate in Creative Craft

Unit title	Unit summary
Use materials, tools and equipment to develop craft techniques	Students will explore different materials and develop an understanding of the visual and tactile qualities of them. They will develop their techniques for manipulation of different craft materials and develop the use of tools needed whilst ensuring that they observe the health and safety aspects of the material, tools and techniques used.
Investigate creative enterprise and employment opportunities	Students will research enterprises in their chosen craft area and understand what makes them successful. They will also explore employment opportunities, identify their own strengths and areas for development and devise an action plan to meet their career aspirations.
Develop craft ideas	Students will research and compare sources and contexts to inspire their ideas for craft. They will have the opportunity to present their ideas to others to gain feedback on which to adapt or improve their idea. They will develop their ideas by researching, debating and adapting before selecting and justifying their final choice.
Create, present and evaluate final craft item	Students will plan, produce and evaluate their own craft work. They will prepare the tools, materials and equipment required to produce their craft piece whilst maintaining a safe working environment. Students will have the opportunity to display their finished piece in an appropriate way or setting for others to see. They will also evaluate the whole creative process and record any issues/challenges they faced and any areas for improvement.



Beauty

Learn how to pamper yourself and others.

These qualifications allow you to develop your knowledge of the fundamentals of skin care, make-up application and nail art.



Qualification title	Entry Level Award in Occupational Studies for the Workplace	Level 1 Award in Occupational Studies for the Workplace
Qualification number	601/1186/0	601/1087/9
Total qualification time	60 hours	60 hours
Guided learning hours	40 hours	35 hours
Credits	13	6
Assessment method	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence

Entry Level Award in Occupational Studies for the Workplace		Unit summary
Unit 67 – Skin care		Students will be able to prepare and provide basic skin care treatment.
Unit 68 – Maintaining healthy skin and nails		Students will learn about different skin types and skin care products, skin and nail condition factors and be able to use products and equipment for nail care routines.



Level 1 Award in Occupational Studies for the Workplace - Beauty		Unit summary
Unit 61 – Nail art application		In this unit, students will understand how to prepare for and carry out nail art techniques.
Unit 63 – Basic make up application		In this unit, students will understand how to prepare for and carry out make-up for basic make-up application.



Employability Skills

This range of qualifications are designed to prepare you to enter the world of work. The objectives of the qualifications are to help you to:

- develop and enhance skills required for the working environment
- develop your confidence for employment and motivation
- improve communication skills and personal effectiveness
- provide a basis for further study

Each qualification requires you to 'understand mindset' needed for the workplace, and then allows you to self-select units to build your award or certificate according to your personal areas of interest or need.

Units are organised into the following clusters enabling you to develop knowledge and skills across a breadth of workplace matters:

- work awareness
- self-improvement and personal effectiveness for work
- problems and solutions
- taking responsibility
- working with others
- preparing for work

Qualification title	Entry Level Award in Employability Skills	Entry Level Certificate in Employability Skills	Level 1 Award in Employability Skills	Level 1 Certificate in Employability Skills	Level 2 Award in Employability Skills	Level 2 Certificate in Employability Skills
Qualification number	601/4678/3	601/4679/5	601/4680/1	601/4681/3	601/4664/3	601/4663/1
Total qualification time	60 hours	150 hours	60 hours	150 hours	60 hours	150 hours
Guided learning hours	36 hours	90 hours	36 hours	90 hours	36 hours	90 hours
Credits	6	15	6	15	6	15



Entry Level Award or Certificate in Employability Skills

To be awarded the NCFE Entry Level Award in Employability Skills, students are required to achieve **6 credits** as follows:

- 2 credits from Group A
- A minimum of 2 credits from Group B
- The remaining credits can be taken from Group B or C

To be awarded the NCFE Entry Level Certificate in Employability Skills, students are required to achieve **15 credits** as follows:

- 2 credits from Group A
- The remaining credits can come from Group B or Group C (maximum of 7 credits from Group C).

Group A		
Unit	Unit title	credit
01	Understanding mindset	2

Group B					
Unit	Unit title	Credit	Unit	Unit title	Credit
02	Rights and entitlements at work	1	15	Dealing with numbers in a place of work	2
03	Making the right impression at work	1	16	Working in a team	2
04	Your responsibilities as an employee	1	17	Understanding conflict at work	1
05	Behaving appropriately at work	1	18	Working with other employees	1
06	Work awareness	2	19	Working with managers	1
07	Getting to a destination safely and on time	1	20	Social media in the workplace	2
08	Goal and target setting	1	21	Understanding money at work	2
09	Making progress	1	22	Deciding on the right job for you	1
10	Prioritising tasks	1	23	Looking for work	1
11	Managing your time	1	24	Completing an application form	1
12	Problem solving skills for work	2	25	Getting ready for interviews	1
13	ICT for employment	1	26	Health and safety in places of work	2
14	Following instructions	1	27	Disclosing an offence	1

Group C					
Unit	Unit title	credit	unit	Unit title	credit
28	Dealing with your first days at work	1	31	Following instructions	1
29	How to keep improving	1	32	Working with colleagues	1
30	Job and training search skills	1	33	ICT for employment	2

Level 1 Award or Certificate in Employability Skills

To be awarded the NCFE Level 1 Award in Employability Skills, students are required to achieve 6 credits as follows:

- 2 credits from Group A
- A minimum of 2 credits from Group B
- The remaining credits can be taken from Group B or C

To be awarded the NCFE Level 1 Certificate in Employability Skills, students are required to achieve 15 credits as follows:

- 2 credits from Group A
- The remaining credits can come from Group B or Group C (maximum of 7 credits from Group C).

Group A

Unit	Unit title	credit
01	Understanding mindset	2

Group B

Unit	Unit title	credit	unit	Unit title	credit
02	Understanding your customers	1	20	Understanding personal finance	2
03	Understanding motivation	1	21	Tackling number problems	2
04	Dealing with your first days at work	1	22	Working in a team	2
05	Business and customer awareness	2	23	Working with colleagues	1
06	Setting yourself targets	1	24	Being managed by others	1
07	Managing your time	2	25	Using social media in the workplace	3
08	Handling information at work	1	26	Using online collaborative workplace tools	2
09	How to keep improving	1	27	Using telephones in the workplace	2
10	Presenting information	2	28	Understanding conflict	1
11	Developing assertiveness	1	29	Meetings in the workplace	2
12	Introduction to independence	1	30	Job and training search skills	1
13	Problem solving at work	2	31	Job application skills	1
14	Creative thinking	1	32	Interview skills	1
15	Coping with change	1	33	Writing a CV	2
16	Taking part in a project	2	34	Being safe and healthy at work	2
17	ICT for employment	2	35	Health and wellbeing in the workplace	2
18	Identifying processes and procedures at work	1	36	Disclosing an offence	1
19	Following instructions	1			

Group C

Unit	Unit title	credit	unit	Unit title	credit
37	Working with colleagues	1	41	Following instructions	1
38	ICT for employment	2	42	How to keep improving	2
39	Job search skills	1	43	Working in the community as a volunteer	2
40	Dealing with your first days at work	1			

Level 2 Award or Certificate in Employability Skills

To be awarded the NCFE Level 2 Award in Employability Skills, students are required to achieve 6 credits as follows:

- 2 credits from group A
- a minimum of 4 credits from Group B

To be awarded the NCFE Level 2 Certificate in Employability Skills, students are required to achieve 15 credits as follows:

- 2 credits from Group A
- a minimum of 13 credits from Group B

Group A		
Unit	Unit title	credit
01	Understanding mindset	2

Group B					
Unit	Unit title	credit	unit	Unit title	credit
02	Business and customer awareness	2	19	Understanding and coping with change	1
03	Dealing with your first days at work	1	20	Managing a project	2
04	Understanding your customers	1	21	Tackling number problems	2
05	Understanding motivation	1	22	Following instructions	1
06	Understanding work principles	1	23	Understanding your responsibilities in the workplace	1
07	Organisational products and services	1	24	Planning a budget	2
08	How to keep improving	2	25	Working in a team	2
09	Setting your targets	1	26	Dealing with conflict	1
10	Managing your time	1	27	Working with colleagues	1
11	Managing your information	1	28	Working with managers	1
12	Presenting information	2	29	Valuing and supporting others	1
13	Presenting yourself	2	30	Using online collaborative workplace tools	3
14	Problem solving in a place of work	2	31	Social media in the workplace	3
15	ICT for employment	2	32	Job search skills	1
16	Understanding innovation	1	33	Job application skills	1
17	Creative thinking	1	34	Interview skills	1
18	Understanding risk	1	35	Health, safety and security in the workplace	1



Business and Enterprise

Become business minded in preparation for your future success.

This qualification is designed for students (14yrs and over) who want an introduction to business and enterprise that includes a vocational and project-based element.

Qualification title	NCFE Level 1/2 Technical Award in Business and Enterprise
Qualification number	603/2955/5
Total qualification time	157 hours
Guided Learning hours	120 hours
Assessment method	40% externally assessed written examination and 60% internally assessed synoptic project

This qualification will enable you to:

- understand entrepreneurial characteristics and business aims and objectives
- understand legal structures, organisational structures and stakeholder engagement
- understand the marketing mix, market research, market types and orientation types
- understand operations management
- understand internal and external influences on business
- understand research, resource planning and growth for business
- understand human resource requirements for a business start-up
- understand sources of enterprise funding and business finance
- understand business and enterprise planning

Studying for this qualification will provide you with skills and knowledge;

- in adapting their own ideas and responding to feedback
- in evaluating their own work
- analysing data and making decisions that are essential for the business sector, such as evaluation skills; responding to data; independent working; working to deadlines; efficient use of resources.

The knowledge and skills gained will provide you with a secure foundation for careers in business and enterprise sector.

To achieve this qualification, you are required to successfully complete the following units:

NCFE Level 1/2 Technical Award in Business and Enterprise	Unit summary
Unit 01 – Introduction to Business and Enterprise	In this unit, students will demonstrate an understanding of what it means to be an entrepreneur and how businesses are organised. Students will develop knowledge of marketing, operations management and the influences that affect the business.
Unit 02 – Understanding resources for business and enterprise planning	In this unit, students will understand business planning, including research, resource planning and growth. Students will develop knowledge of human resources and finance and how they support business and enterprise planning.

Qualification title	NCFE Level 1 Certificate in Business and Enterprise
Qualification number	601/0315/2
Total qualification time	180 hours
Guided Learning hours	120 hours
Assessment method	Internally assessed and externally moderated portfolio of evidence

This qualification is designed for students (14yrs and over) who want an introduction to business and enterprise that includes a vocational and hands-on element. It has been developed to enthuse and inspire students about a career in business and enterprise. This qualification will appeal to those who either wish to set up their own business, move into employment or progress to further study.

To be awarded the NCFE Level 1 Certificate in Business and Enterprise, you will successfully complete the following units:

NCFE Level 1 Certificate in Business and Enterprise	Unit summary
Unit 01 – Introduction to Business and Enterprise	This unit aims to give students an introduction to business and enterprise.
Unit 02 – Marketing for business and enterprise	This unit aims to give students an insight into marketing for business and enterprise to business and enterprise. It includes aspects of marketing, methods of market research and the marketing mix.
Unit 03 – Finance for business and enterprise	This unit aims to provide students with a basic knowledge of finance for a business or enterprise. It includes funding, cash flow, budgets and tax.
Unit 04 – Plan, outline and take part in a business enterprise project	This unit outlines a project plan and gives students the opportunity to take part in a project. Students will then go on to review their own contribution and the overall success of the project.



Personal Development

We offer a range of Level 1 awards that aim to raise your awareness of issues that can affect a person's sense of wellbeing. These qualifications aim to provide knowledge of how to maintain a positive sense of wellbeing for yourself and others.

You can choose to study a range of these awards to build enough credits for a Level 1 Certificate in Wellbeing.

You must be 14 and over to study for these awards.

Qualification title	Level 1 Award in Stress Awareness
Qualification number	600/5976/X
Total qualification time	30 hours
Guided learning hours	24 hours
Credit value	3
Qualification aims and objectives	This qualification aims to improve students' understanding of stress. Students will explore the causes of stress and the effects stress can have on health. They will also learn to recognise the signs and symptoms of stress and identify ways of preventing and reducing stress.

Qualification title	Level 1 Award in Mental Health Awareness
Qualification number	501/0253/9
Total qualification time	30 hours
Guided learning hours	24 hours
Credit value	3
Qualification aims and objectives	This qualification aims to: <ul style="list-style-type: none">• raise awareness of the issues surrounding mental health difficulties• dispel some of the myths and misconceptions frequently linked to mental health issues• develop students' knowledge of the rights of those with mental health issues



Qualification title	Level 1 Award in Sexual Health Awareness
Qualification number	501/0254/0
Total qualification time	10 hours
Guided learning hours	9 hours
Credits	1
Qualification aims and objectives	<p>This qualification aims to:</p> <ul style="list-style-type: none"> • raise students' awareness of sexual health and relationship issues • develop students' understanding of contraception and sexually transmitted infections • develop students' knowledge of relevant legislation



Qualification title	Level 1 Award in Awareness of Substance Misuse
Qualification number	603/1924/0
Total qualification time	20 hours
Guided learning hours	18 hours
Credit value	3
Qualification aims and objectives	<p>The qualification enables students to develop knowledge and understanding of substance misuse and its potential effects on individuals and others.</p>

Qualification title	Level 1 Award in Alcohol Awareness
Qualification number	601/3184/6
Total qualification time	30 hours
Guided learning hours	27 hours
Credit value	3
Qualification aims and objectives	<p>This qualification is designed for a wide range of students who want to raise their awareness of the consequences of alcohol use.</p> <p>This qualification aims to:</p> <ul style="list-style-type: none"> • raise awareness of the harmful effects of alcohol use <p>The objective of this qualification is to:</p> <ul style="list-style-type: none"> • engage students in understanding issues that can impact on health and wellbeing

Personal and Social Development (PSHE)

These qualifications aim to:

- recognise a range of skills for personal and social development
- encourage and support you in developing your personal skills to complement your learning in other areas.

The objectives of these qualifications are to:

- develop your personal and social skills to have them formally recognised
- build up your achievements in a way which is meaningful for you.

Qualification title	Entry Level Award in Personal and Social Development	Entry Level Certificate in Personal and Social Development	Level 1 Award in Personal and Social Development	Level 1 Certificate in Personal and Social Development
Qualification number	501/0261/8	501/0634/X	501/0672/7	501/0591/7
Total qualification time	70 hours	150 hours	70 hours	150 hours
Guided learning hours	70 hours	150 hours	70 hours	150 hours
Credits	7	15	7	15
Assessment methods	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence

To be awarded the NCFE Entry Level / or Level 1 Award in Personal and Social Development, students must achieve a minimum of 4 units for a minimum credit value of 7.

To be awarded the NCFE Entry Level / or Level 1 Certificate in Personal and Social Development, students must achieve a minimum of 8 units for a minimum credit value of 15.

Students can self-select units tailoring their learning to their own interests and needs.



Entry Level Units			Level 1 Units		
Unit No.	Unit title	Credits	Unit no.	Unit title	credits
01	Community action	2	01	Community action	2
02	Developing self	2	02	Developing self	2
03	Dealing with problems in daily life	2	03	Dealing with problems in daily life	2
04	Environmental awareness	2	04	Environmental awareness	2
05	Healthy living	2	05	Healthy living	2
06	Individual rights and responsibilities	1	06	Individual rights and responsibilities	1
07	Making the most of leisure time	2	07	Making the most of leisure time	2
08	Managing own money	22	08	Managing own money	2
09	Managing social relationships	2	09	Managing social relationships	2
10	Parenting awareness	2	10	Parenting awareness	2
11	Preparation for work	2	11	Preparation for work	2
12	Working as part of a group	2	12	Working as part of a group	2
13	Working towards goals	2	13	Working towards goals	2
14	Rights and responsibilities in the workplace	3	14	Planning an enterprise activity	1
15	Cyber-bullying	2	15	Running an enterprise activity	1
16	Understanding CVs	1	16	The changing nature of society in the UK	1
17	Developing assertiveness	1	17	Supporting others	3
18	Interpersonal communication skills	1	18	Understanding personal identity	1
19	Personal care and hygiene	2	19	Investigating a vocational area	2
20	Introduction to independence	1	20	Preparing for your next steps	4
21	Introduction to essential work skills	1	21	Healthy eating for families	4
22	Understanding interpersonal skills	2	22	Supporting babies to play	3
23	Understanding how to clean the home	2	23	Contraceptive information	1
24	Contraceptive information	1			
25	Preparing for your next steps	4			



Relationships, Sex and Health Education

This range of qualifications aims to:

- provide you with the knowledge and skills that will enable you to make informed decisions about your wellbeing, health and relationships and to build your self-efficacy, enabling you to meet the challenges of creating a happy and successful adult life
- develop your knowledge to help you make sound decisions when facing risks and challenges in a variety of situations. It will help to prepare you for the opportunities, responsibilities and experiences of adult life, while also promoting spiritual, moral, social, cultural, mental and physical developments for you and others at the learning provision and within society

Qualification title	Level 1 Award in Relationships, Sex and Health Education	Level 2 Award in Relationships, Sex and Health Education	Level 2 Certificate in Relationships, Sex and Health Education
Qualification number	603/4763/6	603/4764/8	603/4765/X
Total qualification time	80 hours	108 hours	188 hours
Guided learning hours	72 hours	96 hours	168 hours
Assessment method	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence	Internally assessed and externally quality assured portfolio of evidence

To achieve a Level 1 Award, students must achieve units 01 and 02.

To achieve a Level 2 Award, students must achieve units 03, 04 and 05.

To achieve a Level 2 Certificate, students must complete all units.

Unit number	Unit summary
Unit 01	Students will develop the knowledge and understanding to enable them to make discerning decisions about their health and relationships. Students will develop the ability to reflect on their sense of identity and their place in the world.
Unit 02	Students will develop the understanding of the relationship they have with themselves, their sense of identity, influences on them (including media and social media) and how these impact on the decisions they make relating to their health, relationships, and future.
Unit 03	Students will have a good understanding of their own sense of identity and know how to build their resilience, and physical and mental health in order to be safe, develop healthy relationships, cope positively with change, assess and manage risk and plan for a successful future.
Unit 04	Students will understand how change (for example, in society and families) and health equality issues can affect people and relationships. They will understand what contributes to a healthy relationship, about sexual health and social influences (including pornography and social media) and will have considered family and parenting relationships and their goals for the future.
Unit 05	By the end of this unit, students will be able to think maturely about the nature of intimate relationships and how personal identity is a key factor in shaping relationships people choose. Students will understand sexual and reproductive health, rights and responsibilities and will have considered their future goals.



Empowering students to be self managed learners



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