

Professional Cookery Level 2

The Level 2 Diploma in Professional Cookery (QCF) is a preparation for work qualification. This qualification will develop your knowledge and understanding of professional cooking.

You will learn about

- Health and Safety in catering and hospitality,
- The catering operations,
- Costs and menu planning
- Prepare and cook stocks, soups and sauces.
- Prepare and cook
 - Fruit,
 - Vegetables,
 - Meat and fish dishes and produce
 - Biscuit, cake and sponge products.

Qualification Structure

- Investigate the catering and hospitality industry
- Food safety in catering
- Catering operations, costs and menu planning
- Prepare and cook fruit and vegetables
- Prepare and cook poultry
- Prepare and cook rice, pasta, grains and egg dishes
- Produce paste products
- Produce fermented dough products
- Health and safety in catering and hospitality
- Healthier food and special diets
- Prepare and cook stocks, soups and sauces
- Prepare and cook meat and offal
- Prepare and cook fish and shellfish
- Produce hot and cold desserts and puddings
- Produce biscuit, cake and sponge products
- Applying workplace skills

As part of this qualification you are required to produce a portfolio of evidence. A portfolio will confirm the knowledge, understanding and skills that you have learnt.

Evidence in the portfolio may take the following forms:

- Observed work
- Audio-visual media
- Written questions
- Oral questions
- Assignments
- Case studies

Progression:

On completion of this qualification you may choose to undertake further study; qualifications you could progress to include:

- Level 3 Diploma in Advanced Professional Cookery (QCF)
- Alternatively, you may wish to seek employment as:
- Chef/cook
 - Craft chef (fine dining)
 - Kitchen assistant or team member

Entry Requirements:

There are no formal qualifications or prior experience needed for this qualification.

Duration: 1 year

Professional Cookery level 3

The Level 3 Diploma in Advanced Professional Cookery (QCF) is a preparation for work qualification. This qualification will develop your knowledge and understanding of advanced professional cooking.

You will learn about the advanced skills and techniques in producing:

- Vegetable dishes
- Meat dishes
- Poultry dishes
- Fish dishes.

You will also learn the principles of food safety supervision for catering and how to produce hot, cold and frozen desserts.

Qualification Structure:

- The principles of food safety supervision for catering
- Advanced skills and techniques in producing fish and shellfish dishes
- Advanced skills and techniques in producing vegetable and vegetarian dishes
- Advanced skills and techniques in producing meat dishes
- Advanced skills and techniques in producing poultry and game dishes

Optional units:

- Supervisory skills in the hospitality industry
- Food safety in catering
- Produce petits fours
- Produce hot, cold and frozen desserts
- Produce paste products
- Produce fermented dough and batter products
- Produce biscuits, cakes and sponges
- Development of working relationships in hospitality
- Preparation, cooking and finishing of meat dishes
- Preparation, cooking and finishing of poultry dishes
- Preparation, cooking and finishing of fish dishes
- Preparation, cooking and finishing of vegetable dishes
- Principles of preparing, cooking and finishing complex soups
- Principles of preparing, cooking and presenting complex cold products
- Principles of preparing, cooking and finishing fresh pasta dishes
- Preparation, cooking and finishing of hot sauces
- Preparation, cooking and finishing of dressings and cold sauces
- Practical gastronomy

Progression: into employment in the industry.

Entry Requirements:

Completion of Level 2 Diploma or knowledge and experience in the catering industry.

Duration: 1 year

Plumbing Foundation

EAL Diploma Level 1 Plumbing

The course will cover

The basic skills and knowledge involved in the Plumbing Industry.

The qualification is covered within 5 units within these units you will learn about;

- Hot and cold water systems
- Sanitation systems
- Bending, jointing of different materials and components
- How to work with others in the building service industry
- Health and safety

How will I learn?

This course provides is a basic understanding in what is necessary to go into the Plumbing Industry.

The lessons are split between Theory and Practical, with end of unit assessments and Exams, discussions, independent research and practical tasks.

Entry requirement:

There are no formal qualifications or prior experience needed for the qualification.

The course is run over two days a week.

Duration: 1 year

What's next?

Diploma Level 2 in Plumbing and Heating

Apprenticeship

Plastering

CSkills Level 2 Diploma in Plastering

This course will build upon the basic knowledge and give you an understanding of the construction industry as a plasterer.

You will gain knowledge:

- In health and safety
- Of technical information, quantities and communication with others
- On construction technology

You will:

- Apply plaster materials to internal surfaces
- Apply render materials to external surfaces
- Fix dry lining and plasterboard products to interiors
- Position and secure fibrous plaster components
- Produce fibrous components

How will I learn?

Practical assessments in the plastering workshop and work knowledge questions in the classroom. You must successfully complete all units as well as the practical assessments and a theory test at the end.

Entry Requirements:

Completion of Level 1 Diploma or knowledge and experience in the construction industry.

The course is run over two days a week

Duration: 1 year

Why choose Plastering?

Excellent earning potential

Demand for qualified Plasterers locally and nationally

What's next?

Diploma Level 3

Apprenticeship or employment.

Level 3 Diploma in Professional Patisserie and Confectionery

Diploma in Professional Patisserie and Confectionery (QCF) is a technical level qualification which will prepare you for a career in the specialist field of professional patisserie and confectionery.

This qualification is suitable to build on existing knowledge and skills of cookery to prepare learners for a career as a pastry chef or patissier.

The course consists of:

The qualification has 9 mandatory units that will develop specialist patisserie and confectionery skills using a variety of advanced techniques to produce

- biscuits, cakes and sponges,
- hot and cold desserts,
- petits fours,
- dough and batter products and to display pieces and decorative items.

Food safety supervision is also included to ensure you understand the importance of kitchen organisation and food safety.

Career Opportunities:

Once you complete this qualification you will be able to seek employment as a pastry chef or patissier in a variety of contexts, including:

- Hotels
- Restaurants
- Specialist bakeries
- Specialist cafes and tearooms
- Gastro pubs
- Cruise liners

Progression: into employment in the industry.

Entry Requirements:

Completion of level 2 Diploma or knowledge and experience in the catering industry.

Duration: 1 year

Painting and Decorating

CSkills Level 2 Diploma in Painting and Decorating

The course will cover

This course will build upon the basic knowledge and give you an understanding of the construction industry in painting & decorating.

You will gain knowledge:

- In health and safety
- Of technical information, quantities and communication with others
- On construction technology

You will:

- Apply standard papers to ceilings and walls
- Apply waterborne paint systems using High Volume Low Pressure (HVLP) spray equipment
- Prepare surfaces for decoration
- Produce specialist decorative finishes

How will I learn?

You will be assessed throughout the course, for each unit to be completed you must complete a practical skills test and a theory test. The theory test questions are externally set by CSkills, the practical assessments are completed in the workshop after the completion of each unit.

Entry Requirements:

Completion of level 2 Diploma or knowledge and experience in the construction industry.

The course runs over two days a week

Duration: 1 year

What's next?

Apprenticeship or employment the Level 2 Diploma will qualify you to perform a range of decorating tasks as either a self employed decorator or look towards employment within the decorating sector.

Apprenticeship or employment

Level 3 Digital Publishing

Qualification: BTEC National Diploma In Art & Design: Graphic Design Specialism

Our Level 3 Digital Publishing pathway explores fields in creative advertising, branding, marketing, fashion, photography, graphic design and writing copy. The qualification is tailored to you the learner, to give you the option to branch out into website design, application development, digital animation and film. You will develop outcomes for industry style briefs and even for live clients. By the end of the course, you will have the confidence to develop any digital publishing product from start to finish. This course is perfect for the budding photographer, illustrator, journalist or marketing designer.

Level 3 Games Design

Qualification: BTEC National Diploma In Art & Design: Interactive Media Specialism

Our Level 3 Games Design pathway explores a range of industry roles from game art and sound production, to coding and development. The qualification is tailored to you, the learner, to give you the confidence to develop all aspects of 2D, 3D games for web, mobile and apps from start to finish. You will develop outcomes for industry style briefs and even for live clients. If you are looking for a course that offers all the areas of game production, this one is for you.

Level 2 Creative Digital Media

Qualification: BTEC Extended Certificate in Creative Digital Media Production

This is the perfect crash course for everything Media. The course runs for one year and gives you the technical foundation ready to move into a Level 3 media programme. The qualification is tailored to you, the learner, and this course allows you to sample a range of disciplines before you select your specialism! You will branch into subjects like games design, photography, coding, animation, web design, coding, graphic design and much more! You will develop projects towards industry style briefs and even live clients. This course is perfect for the budding creative designer.

Level 3 Digital Publishing

Qualification: BTEC National Diploma In Art & Design: Graphic Design Specialism

Our Level 3 Digital Publishing pathway explores fields in creative advertising, branding, marketing, fashion, photography, graphic design and writing copy. The qualification is tailored to you the learner, to give you the option to branch out into website design, application development, digital animation and film. You will develop outcomes for industry style briefs and even for live clients. By the end of the course, you will have the confidence to develop any digital publishing product from start to finish. This course is perfect for the budding photographer, illustrator, journalist or marketing designer.

Level 3 Games Design

Qualification: BTEC National Diploma In Art & Design: Interactive Media Specialism

Our Level 3 Games Design pathway explores a range of industry roles from game art and sound production, to coding and development. The qualification is tailored to you, the learner, to give you the confidence to develop all aspects of 2D, 3D games for web, mobile and apps from start to finish. You will develop outcomes for industry style briefs and even for live clients. If you are looking for a course that offers all the areas of game production, this one is for you.

Electrical Foundation

EAL Diploma Level 1 Electrical Installations

The course will cover

The qualification has mandatory and optional units. The mandatory units cover health and safety, environmental protection, installation methods, practical craft skills and electrical science.

How will I learn?

This course is a basic understanding of what is necessary in going into the Electrical industry. The course is delivered between theory and practical unit assessments and exams, discussions, independent research and practical tasks.

Entry requirement:

There are no formal qualifications or prior experience needed for the qualification. The course is run over two days a week Duration: 1 year

What's next?

Diploma Level 2 in Electrical Installation Apprenticeship.

Site Carpentry

CSkills Level 2 Diploma in Site Carpentry

This course will build upon basic knowledge and give you an understanding of the construction industry in site carpentry.

You will gain knowledge:

- In health and safety
- Of technical information, quantities and communication with others
- On construction technology

You will carry out:

- First fixing operations
- Maintenance to non-structural carpentry work
- Second fixing operations
- Structural carcassing operations
- Prepare and use carpentry and joinery power tools

How will I learn?

The course has 8 units and both practical and theoretical content.

Practical projects will be set and both you and your tutor will be involved in the marking through self-assessment. You will be able to make good progress at your own pace. Typical learning activities include the setting up, maintenance and operation of a range of power tools, hanging a door in a stud partition, and erecting a roof.

Entry Requirements:

Completion of level 1 Diploma or Knowledge and experience in the construction industry.

The course runs over two days a week Duration 1 year

What's next?

Level 3 Diploma

Apprenticeship or employment.

CSkills Level 2 Diploma in Bricklaying

The course will cover

This course will build upon the basic knowledge and give you an understanding of the construction industry as a bricklayer.

You will gain knowledge:

- In health and safety
- Of technical information, quantities and communication with others
- On construction technology

You will construct:

- Masonry cladding
- Cavity walling forming masonry structures
- Solid walling incorporating isolated and attached piers
- Thin joint masonry
- Set out masonry structure

How will I learn?

The course is made up of practical and theoretical content.

You will have theory sessions in the classroom, practical sessions will take place in the workshop where each model you build will be assessed.

Entry Requirements:

Completion of level 1 Diploma or Knowledge in the construction industry.

The course runs over two days a week Duration 1 year

Why Bricklaying?

High earning potential

High demand for qualified bricklayers local and nationally

Become your own boss and self-employed

Run your own company

What's next?

To a level 3 Diploma, Apprenticeship or employment into construction industry as a bricklayer.

South West Art Warehouse – Level 3 and 2 Art and Design

Level 3 and level 2 BTEC courses in Art and Design are designed to give the student the full experience of understanding many different avenues within Art and Design, having an opportunity to explore these before choosing a path to specialise in and progress on to University or art based industry. The first part is based on responding to Visual Arts in general. Work entails looking at Artists that are historical and contemporary and building work inspired and in relation to these works and methods.

Students explore a range of artistic materials and processes. They are also encouraged to underpin all creative outcomes with contextual research, achieving a solid knowledge of art history and today's artistic practices. Students are encouraged to be prolific with drawing and painting, being given guidance with building up strong portfolios to support project work. Students generally work hard and are productive within the studio. There is a very happy artistic environment created within the studio.

Three dimensional work is also encouraged within later assignments, along with textiles, and other mediums, such as an element of photography. Students are encouraged to be creative with their sketchbook ideas, always drawing and painting. Students develop their confidence when producing written work and improve their understanding of the formal elements within art. All in all, it is a very fun course in Art and Design that enables a student to specialise in a given area of their choice whilst developing a strong foundation along with having opportunities that lead on to degree level of Art based study and career pathways.

Dan Wheatley – SWAW Art and Design Course Leader levels 2 and 3

Health and Social Care

Entry Req: 4 GCSEs (A-C / 9-4)

Duration: 2 Years (Full-time)

Pathway: University

Are you seeking a career in the nursing, health or social care sector?

This course will give you an in-depth study of the health and social care sector, supporting your progression to related degrees and pathway to a successful career in the sector. Will gain a comprehensive knowledge and understanding of the various aspects of health & social care with applied learning and study.

Course content

- Promoting Public Health
 - Aims of public health policy.
 - Approaches to promoting and protecting health.
 - Encouraging behavior change in the population.
 - Current Research in Health and Social Care.
 - Methodologies of contemporary research.
 - Implications for health and social care practice and services.
- Care for Individuals with Dementia including conditions leading to dementia, their causes, symptoms, effects on individuals and support required to ensure independence and dignity.

Career Pathway

The qualification is equivalent to three A-Levels with UCAS points contributing to University admission requirements for degrees in areas such as; nursing, social work, physiotherapy, occupational therapy, speech therapy or health and social care.

Throughout the qualification there are opportunities to develop skills ultimately leading to a career in the health and social care sector.

BTEC Level 3 National Extended Diploma in Public Services

Seeking a career in the Navy, Army, Police, Air Force, Fire Brigade, Ambulance Service, other uniformed public service job, or study at university?

Exciting projects and assignments based on workplace situations will help you develop skills in areas such as leadership, communication and planning, alongside knowledge of the issues facing the sector. Join the programme and prepare yourself for employment or further study at university.

BTEC Extended Diploma:

Three A Levels equivalent

Entry Requirements

Normally at least one of the following:

- BTEC First Diploma
- Minimum 4 GCSEs including English grade A-C / 9 - 4

Study area examples

- Land navigation by map & compass
- Understanding the impact of war, conflict and terrorism
- Skills for land based outdoor and adventurous activities
- Leadership and teamwork
- Understanding discipline.

BTEC Level 3 National Extended Diploma in Business

Seeking a career in the Marketing, Public Relations, Human Resources, Finance, other management role, or study at university?

Our exciting projects and assignments, based on business management situations, help you develop skills in areas such as leadership, communication and planning, alongside knowledge of the issues facing managers today. Join the programme and prepare yourself for employment or further study at university. A BTEC Extended Diploma is equivalent to three A-levels.

Entry Requirements

You will normally need to have:

- 4 GCSEs grades A-C / 9 - 4 (one preferably in English)

Study area examples

2 Year programme with 18 Units of study per course including:

- Exploring Business
- Developing a Marketing Campaign
- Personal & Business Finance
- Managing an Event
- International Business
- Principles of Management

Career opportunities

- **Guaranteed** University acceptance to UCP Marjon's – Level 4 Leadership and Management or (BA Hons) Management courses.
- Other university programmes
- Business Leadership & Management Careers

BTEC Level 3 National Extended Diploma in Sport

Seeking a career as a Trainer, Coach, Physiotherapist, P.E. Teacher, other allied sports role, or further study at university?

Our exciting projects and assignments based on sport related situations help you develop skills in areas such as coaching, teambuilding and planning, alongside knowledge of the issues facing the sector. Join the programme and prepare yourself for employment or further study at university.

BTEC Extended Diploma: Three A Levels equivalent

Entry Requirements

Normally at least one of the following:

- A BTEC First Diploma
- Minimum 4 GCSEs including English grades A-C / 9 - 4

Course Structure

The course will run over two years with students undertaking 18-19 units such as:

- Sports Coaching
- Principles of Anatomy & Physiology in Sport
- Sports Injuries
- Fitness Testing for Sport and Exercise
- Sports development
- Sports Nutrition
- Sports Psychology
- Assessing Risk in Sport

BTEC Level 1 / Level 2 First Diploma in Sport

Seeking a career as a Trainer, Coach, Physiotherapist, P.E. Teacher, other allied sports role job, or further study?

Our exciting projects and assignments based on sport related situations help you develop skills in areas such as coaching, teambuilding and planning, alongside knowledge of the issues facing the sector. Join the programme and prepare yourself for employment or further study.

BTEC First Diploma: GCSEs Grade A-C / 9 - 4 equivalent

Entry Requirements

Normally at least one of the following:

- BTEC First Certificate: related subject
- Literacy & numeracy supported by a general education equivalent to four GCSEs grade D-G / 3 - 1
- Related work experience
- Other related level 1-2 qualification.

Study area examples

The course is made up of 10-11 units completed in one academic year including:

- Fitness for sport and exercise
- Practical sports performance
- Leading sports activities
- Injury in sport
- Injury and the sports performer
- Running a sports event.

CACHE Level 2 Certificate in an Introduction to Early Years Education & Care

Seeking a career in childcare as a Nursery Assistant, Early Years Practitioner, Child Minder, Child Development Worker, other allied role, or further study?

Our exciting projects and assignments based on childcare related situations help you develop skills in areas such as leadership, teambuilding and safeguarding, alongside knowledge of the issues facing the sector. Join the programme and prepare yourself for employment or further study.

BTEC First Diploma: GCSEs Grade A-C / 9 - 4 equivalent

Entry Requirements

Normally at least one of the following:

- Literacy and numeracy equivalent to 4 GCSEs grade D-G / 3 -1
- A keen interest in the topic or work experience in the sector
- Related level 1-2 qualifications.

Study areas

1 Year programme with 14 Units of study, including:

- Child & young person's development
- Safeguarding the welfare of children
- Maintaining and supporting relationships
- Contribute to the support of child development
- Understand partnership working
- Paediatric emergency 1st aid

Career opportunities

- Further study at level three
- Entry level employment in the sector

CACHE Level 3 Award, Certificate & Diploma in Childcare & Education (Early Years Educator)

Seeking a career in childcare as a Nursery Assistant, Early Years Practitioner, Child Minder, Child Development Worker, other allied role, or further study at university?

Our exciting projects and assignments based on childcare related situations help you develop skills in areas such as leadership, teambuilding and safeguarding, alongside knowledge of the issues facing the sector. Join the programme and prepare yourself for employment or further study at university.

Entry Requirements

Normally at least one of the following:

- Literacy and numeracy equivalent to GCSEs grades A-C / 9 – 4
- CACHE Level 2 certificate in an introduction to early years education and care
- A keen interest in the topic or work experience in the sector

Study areas

2 Year programme with 15 Units of study, including:

- Child & young person's development
- Understanding safeguarding & wellbeing
- Developing positive relationships
- Promote young person's development
- Professional practice in early years
- Extended assessments

Career opportunities

- Career in the Childcare sector
- Career in an allied profession
- Further study at University

BTEC Level 1 / Level 2 First Diploma in Public Service

Seeking a career in the Navy, Army, Police, Air Force, Fire Brigade, Ambulance Service, other uniformed public service job, or further study?

Our exciting projects and assignments based on workplace situations will help you develop skills in areas such as leadership, communication and planning, alongside knowledge of the issues facing the sector. Join the programme and prepare yourself for employment or further study.

BTEC First Diploma: GCSEs Grade A-C / 9 – 4 equivalent

Entry Requirements

Normally at least one of the following:

- BTEC First Certificate: related subject
- Literacy & numeracy supported by a general education equivalent to four mGCSEs grade D-G / 3 -1
- Related work experience
- Other related level 1-2 qualification.

Study area examples

- The role and work of the public services
- Public Service Sector Skills
- Employment in the public service
- Public services & community protection
- Health, fitness & lifestyle for the public services
- Crime & its effects on society.

Career opportunities

- **Guaranteed** University acceptance to UCP Marjon's – Level 4 Leadership and Management or (BA Hons) Management courses.
- Other university programmes
- Business Leadership & Management Careers

City & Guild Level 2 Diploma in Animal Care

Entry Requirements

GCSE's Grades A-D in English & Science recommended or completed the Introductory Animal Care qualification. Students will be required to attend an interview prior to the course commencement date. This course has been designed for learners 16 years and over, you do not need any previous knowledge or experience; however a general interest in animal welfare would be beneficial. Cost of Kit, Registrations and all other additional costs listed in this entry charged in the Induction Invoice.

Course Overview

This qualification is aimed at you, if you are looking to start a career within the animal care industry. You will cover the theoretical aspects of the following subjects and apply them to practical tests;

- Maintain animal health & welfare
- Animal feeding and accommodation
- Animal behaviour and handling
- Work experience in an animal care related business

You will also be able to choose additional option topics to include; Animal nursing, animal biology, animal breeds and grooming, caring for exotics, caring for zoo animals or British wildlife species, habitats and rehabilitation.

Progression Information

Can progress into the industry through apprenticeship or employment as Kennel Staff, Pet Store Assistant, Zoo Keeper, a Stable Hand. Access further education Level 3 Subsidiary diploma, Veterinary Nursing Assistant or Veterinary Nursing or higher education.

City & Guilds Level 3 Subsidiary Diploma in Animal Management

Entry Requirements

It is recommended that learners have some practical experience within an Animal Care environment or have completed Level 2 Diploma in Animal Care. Learners with GCSE Grades A-C in English & Science (Biology) would also be considered. Students will be required to attend an interview prior to the course commencement date. Cost of Kit, Registrations and all other additional costs listed in this entry charged in the Induction Invoice.

Course Overview

This qualification enables you to gain the core skills and knowledge required for working with and caring for animals. Good practical skills are really important when looking after animals. You will learn how to work safely around animals, be responsible for the planning and carrying out animal husbandry health and handling, and feeding and nutrition. You will also learn about animal behaviour, animal breeds and welfare.

Progression Information

Can progress into the industry through employment such as Animal Care Worker, Animal Care Assistant, Maintenance Worker in and Animal Care setting, Apprenticeship in an Animal Care business. Access further education, Level 3 Extended Diploma in Animal Management or Veterinary Nursing Assistant or Veterinary Nursing. Some learners have progressed onto Foundation Degree.

City & Guilds Level 2 Diploma in Beauty Therapy

Entry Requirements

Students will be required to attend an interview prior to the course commencement date. This qualification is designed for learners 16 years and over who are interested in working in the beauty industry. Cost of Kit, Registrations and all other additional costs listed in this entry charged in the Induction Invoice.

Course Overview

Learners will start to understand the theory related to the industry as well as becoming competent within the following;

- Working in beauty related industries
- Following health & safety in the salon
- Client care and communication in beauty related industries
- Promote products and services to clients in the salon
- Salon reception duties
- Provide facial skincare
- Apply make-up
- Provide eyelash and eyebrow treatments
- Remove hair using waxing techniques
- Manicure & pedicure treatments

Progression Information

We would expect learners to progress onto Level 3 Advanced Technical Diploma in Beauty and Spa Therapy or Advanced Technical Diploma in Nail Technology which would be achieved in the 2nd year. Can progress into the industry through an apprenticeship in Level 3 Beauty Therapy, Level 3 Nail services or Level 2 Hairdressing. Employment options: qualified Beautician in a salon or Mobile Beautician, Make Up/ Skin Care Consultant in a department store/beauty retail jobs.

City & Guilds Level 3 Diploma in Beauty Therapy

Entry Requirements

5 x GCSE A-C or Level 2 Beauty Therapy. Students will be required to attend an interview prior to the course commencement date. This qualification is designed for learners age 16-19+ years and designed to enhance learner's technical skills to prepare for senior roles across the industry.

Cost of Kit, Registrations and all other additional costs listed in this entry charged in the Induction Invoice. Employer involvement is essential to maximise the value of each learners experience and therefore will form part of the external quality assurance process.

Course Overview

Learners will develop advance techniques which are required for the Beauty Therapy industry.

Topics to be covered;

- Promote and sell products and services to clients
- Provide body massage
- Provide facial electrotherapy treatments
- Provide body electrotherapy treatments
- Anatomy and Physiology
- Provide dry spa treatments
- Provide Indian head massage
- Tanning treatments

Progression Information

Employment opportunities: Beauty Therapist in Salon, Health Club, Spa or Cruise Line. Salon Manager, Senior Therapist. Foundation Degree in Salon Management or complimentary therapies, training to become a Tutor or Assessor.

Pearson BTEC Level 2 Diploma in Customer Service & BTEC Level 1/Level 2 First Award in Business

Entry Requirements

Students will be required to attend an informal interview prior to the course commencement date. This qualification is designed for learner's age 16 years and over. No prior knowledge or skills are required. Cost of Kit, Registrations and all other additional costs listed in this entry charged in the Induction Invoice.

Course Overview

Learners will start to understand the principles of Customer Services, the importance of effective communication and how to deal with incoming telephone calls and process information through;

- Delivery of Customer Services
- Understand customers
- Principles of customers
- Understand employer organisations
- Manage personal performance and development
- Communicate verbally with customers
- Deal with incoming telephone calls from customers
- Make telephone calls to customers
- Process information about customers

Progression Information

Can progress to Apprenticeship, Further Education Level 3 Customer Services. Employment opportunities can vary across the sector.

NCFE CACHE Level 3 Diploma for the Early Years Workforce (Early Years Educator)

Entry Requirements

Students are expected to have 5 or more GCSE grades A-C which may also include GCSE in Child Development or Health & Social Care or substantial work place experience. The provider asks for a written recommendation from each student's school to confirm that the student is a committed learner. There are externally marked assessments for this programme. Students will be required to attend an interview prior to the course commencement date and need to have achieved grades A*- C in Maths and English by the end of the programme. Cost of Uniform, Registrations and all other additional costs listed in this entry charged in the Induction Invoice.

Course Overview

Learners will have the opportunity to develop their knowledge and understanding across the following topics:

- Child Health and Wellbeing
- Relevant Legislation and Professional Practice
- Play, Development and Leaving for School Readiness
- Professional Development

Progression Information

Upon achievement of this qualification it is intended that learners will be able to enter the workforce as an Early Years Educator or progress to Higher Education with the relevant UCAS points.

City & Guilds Level 2 Certificate in Children and Young People's Workforce

Entry Requirements

GCSE grades A - D or Functional Skills Level 2 in English & Maths is recommended. Students will be required to attend an informal interview prior to the course commencement date. This course has been designed for learners age 16 years and over with a general interest with working with children. Cost of uniform, registrations and all other additional costs listed in this entry charged in the induction invoice.

Course Overview

Learners will have the opportunity to develop their knowledge and understanding across the following topics;

- Introduction to communication in health, social care or children and young people's settings
- Introduction to equality and inclusion in health, social care or children and young people's settings
- Child and young person's development
- Support children and young people's behaviour
- Paediatric first aid
- Promoting food safety
- Safeguarding the welfare of children and young people
- Schools as organisations

Progression Information

Students can progress onto further training at Level 3 such as Level 3 Specialist Diploma in Supporting Teaching and Learning in Schools, Level 3 Early Years Educator or onto another Level 2 route such as Play Work or Youth Work. Students can also progress onto employment as a Teaching or Early Years Assistant in a range of Early Years settings or schools including Primary, Secondary or Special School or an Advanced Apprenticeship.

NCFE CACHE Level 3 Diploma in Supporting Teaching and Learning in Schools & NCFE CACHE Level 2 Award in Child Development and Care

Entry Requirements

GCSE A-C grades in Maths and English or Level 2 in Support Teaching & Learning or Level 2 in Childcare is recommended. Students will be required to attend an interview prior to the course commencement date. This qualification has been designed for learners who wish to support children and young people in schools within the Learner Support/Teaching Assistant's role and should be 16 years and over. Uniform, Registrations and all other additional costs listed in this entry charged in the Induction Invoice.

Course Overview

Learners will continue to demonstrate in-depth knowledge and understanding of the following topics;

- Understand children's and young person's development
- Understand how to safeguard the well-being of children and young people
- Support learning activities
- Support assessment for learning
- Support children and young people's health and safety
- Support literacy development
- Support numeracy development
- Promote children and young people's positive behaviour
- Schools as organisations
- Team working
- Plan and deliver learning activities under the direction of the teacher

Progression Information

Students can progress to Further Education to Foundation Degree or another Level 3 route such as Early Years Educator, Play Work, Youth Work or Apprenticeship/employment as Teaching Assistant in a range of schools such as Primary, Secondary or Special School. Once they gain employment they may be able to work towards HLTA status.

Foundation Learning Entry Levels 2-3 & Level 1

Working towards Personal / Social Development, Independent Living and gaining Skills for Employment or future training

Entry Requirements

None

Course Overview

Level 1 ITQ Certificate for IT Users

Learners will develop their skills and knowledge of making use of predefined or commonly used IT tools for activities that are straightforward or routine, identifying and using automated methods or alternative ways of working to improve productivity. Topics covered include:-

- Using email
- Using the internet
- Word processing software
- Internet safety
- Presentation Software
- Basic Spreadsheets

Entry Level 3 CACHE Certificate in Caring for a Child/Children

Learners will develop the basic skills needed to care for a baby or young child. The qualification is suitable for anyone who wants to develop parenting and life skills, including those with special educational needs.

There is a choice of units which include:-

- Routines for Young Children
- Eating Healthily
- The importance of play and learning
- Respecting and valuing children

Level 1 Certificate in Caring for Children

Learners will develop an understanding of the knowledge and the skills needed to care for young children.

Topics covered include:-

- Health and Safety
- Children's growth
- Learning and development through play
- Respecting and valuing children

Entry 3/Level 1 Employability Skills

Learners will develop skills to support them towards gaining a job, progressing in a chosen field, preparing them for further study and supporting the development of techniques required for successful independent living.

Topics covered include:-

- Taking part in leisure activities
- Healthy eating
- Working as part of a team
- Preparing for work
- Candidate own project
- Coping with change
- Keeping safe

OCR Level 2 Cambridge Technical Diploma in IT

Entry Requirements

Students will be required to attend an informal interview prior to the course commencement date. This qualification has been designed for learners age 16 years and over and have a general interest in the development of technology. Cost of Kit, Registrations and all other additional costs listed in this entry charged in the Induction Invoice.

Course Overview

Learners will start to develop their knowledge and understanding and skills across the following topics;

- Communicating in the IT industry
- Working in the IT industry
- IT Support
- Presenting information using IT
- Supporting organisations with IT
- IT security
- Spreadsheet modelling
- Basic computer concepts
- Animation techniques
- Project planning using IT

Progression Information

Can progress to Level 3 through further training or an Apprenticeship. Employment opportunities: IT Administration Support, IT User in any office environment.

Cambridge Level 3 Technical Introductory Diploma in IT

Entry Requirements

Students will be required to attend an informal interview prior to the course commencement date. Have a general interest in the development of technology and a Level 2 (or equivalent) IT qualification would be beneficial. This qualification has been designed for learner's age 16 years and over to develop a broad and comprehensive understanding of the IT digital environment. Cost of kit, registrations and all other additional costs listed in this entry charged in the induction invoice.

Course Overview

Learners will develop advanced practical and knowledge skills in the following areas;

- Communication and employability skills for IT
- Information Systems
- Computer Systems
- Computer Networks
- Maintaining computer systems
- Installing and upgrading software

Progression Information

Can progress to University or an Apprenticeship. Employment opportunities: IT Technical Support, IT Technician, Office Equipment Service Technician.