



Courses and Training at NVQ1, Entry and Pre-Entry Level

Local Information Sheet No. 19

The Courses

Are you looking for a course or training that asks for few or no qualifications? Would you like help and support to develop skills like reading, writing and maths?

The courses and training listed in this leaflet are for young people who have few, or no qualifications. These courses will help you to build your skills and gain qualifications.

Your options at 16

If you are don't know what you want to do there are courses where you can try out a number of different jobs and develop your skills and confidence. If you know what you want to do there are courses that will train you for a particular job whilst helping you with your reading, writing and maths.

These are the choices:

College courses:
All the local colleges offer a variety of courses. You may be eligible for some money through an Education Maintenance Allowance (EMA)

Year 12 courses at school:
Many Secondary and Special Schools offer courses that require few or no qualifications. You may be able to get some money through an Education Maintenance Allowance (EMA)

Training:
Work-based learning is also available. Pre e2e and Entry 2 Employment (e2e) are schemes which help to prepare you for work. Ask your Personal Adviser what is available. You may be eligible for some money through an Education Maintenance Allowance (EMA). This training includes work experience, help with reading, writing and maths and general lifeskills.

Job:
Make sure this includes quality training.

For details about the options above see the Connexions West of England publications: *'About Connexions and transition planning'* and *'Planning for the future'*, (ask your Connexions Personal Adviser for a copy).

An easy read website is also available – it has information about all the main issues affecting young people using simple words and pictures, and includes text-to-speech. See <http://easyread.connexionswest.org.uk> (coming soon)

Also see ***Your Way Forward – Options @ 16 and 17*** (<http://options.connexionswest.org.uk>)

Section 1

Further education: what's available locally and how to apply.

All colleges offer additional services to help students. They also have somebody in charge of making sure students get the best possible support. Talk to them about the help you might need.

Colleges can offer help with:

- Reading and writing and maths
- Information on transport to and from college
- Extra time with tutors
- Learning difficulties and disabilities
- Language support, if English is not your first language.

Courses listed on this sheet are full-time. But some full time college courses may be for only 16 hours a week. So this is worth checking out. Other courses and ways of learning may be available. Contact colleges/sixth form colleges for information and an application form. They all have websites. Go to open evenings and information events. See page eight – Easy ways to get useful information. Find out what you can do after your particular college course. Options after college/sixth form college include things like work with training and further study. Talk to your college tutors or Connexions Personal Adviser about what you can do.

Education Maintenance Allowance (EMA) is a weekly payment to help with costs if you go into the sixth form, college or go into training. Other financial support exists to help with travel, specialist courses, books and equipment and childcare. Terms and conditions apply to all. For more information - <http://moneytolearn.direct.gov.uk/>

CITY OF BATH COLLEGE

Avon Street, Bath BA1 1UP

Tel: 01225 312191

Website: www.citybathcoll.ac.uk

Entry Level Courses

Skills for Working Life

(2 year) There are no formal requirements. This course focuses on work and creative skills. Units include hospitality, I.T, literacy, numeracy, creativity and performing arts.

Entry to Employment (e2e)

(1 year). There are no formal requirements. This course is suitable for under 19 year olds who are not in employment, education or training. It is designed to give learners the basic skills to gain employment including personal and social development, workplace training and study skills.

Vocational Courses

Pathways to Employment and Training – BTEC Diploma Level 1

(1 Year). There are no formal entry requirements. This course allows students to sample courses from: Business/ICT/Administration; Engineering; Construction; Hairdressing and Beauty; Hospitality/Travel/ Tourism; Sports and Leisure; Health and Childcare; Art/Design/ Performing Arts/Floristry and Land-based Industries.

CITY OF BRISTOL COLLEGE – ASHLEY DOWN CENTRE

Ashley Down Road, Bristol BS7 9BU

Tel: 0117 312 5000

Website: www.cityofbristol.ac.uk

Entry Level Courses

Horizons

(3 Years). Literacy/Numeracy/Preparation for life and work. Choose from Cookery; Drama; work experience and others.

Vocational Access Programme+

EDI Certificate in Skills for Working Life

(1 year). This course is perfect if you want to try different work-related subjects before deciding what

to specialise in. You can choose from a wide range: Catering, Care, Construction, Horticulture, Motor Vehicle, Office, Administration and Retail. Working both at College and on work placements you'll develop skills in communication, working with others, planning and problem solving.

Vocational Courses

Administration. (1 Year). Vocational Access Programme
 Art and Design. (1 Year). Introductory Diploma
 Brickwork. (1 Year). Foundation Award
 Caring for Children. (1 Year). Foundation Award
 Carpentry and Joinery. (1 Year). Foundation Award
 Catering. (2 Years). Vocational Access Programme
 Construction (1 Year). Introductory Diploma
 Engineering Practical Skills Training Level 1
 Health and Social Care. (1 Year). Introductory Diploma
 Introduction to Electrical Installation. (1 Year). PEO Level 1
 Kitchen and Restaurant Skills (1 Year). VRQ 1
 Office Skills. (1 Year). Vocational Access Programme
 Painting and Decorating. (1 Year). Foundation Award
 Plumbing. (1 Year). NVQ 1
 Retail. (1 Year). Vocational Access Programme

New Options – OCR Essential Skills and City & Guilds Key Skills

(1 year). Numeracy, Literacy, Problem Solving, Work with Others. Gain Level 1 qualifications.

CITY OF BRISTOL COLLEGE – COLLEGE GREEN CENTRE

St Georges Road, Bristol BS1 5UA

Tel: 0117 312 5000

Website: www.cityofbristol.ac.uk

New Options – OCR Essential Skills and City & Guilds Key Skills

(1 year). Numeracy, Literacy, Problem Solving, Work with Others. Gain Level 1 qualifications.

Vocational Courses

Administration. (1 Year). Foundation Award
 Business, Retail & Administration (1 Year). Introductory Diploma
 Business, Retail & Administration & ESOL (1 Year). Introductory Diploma
 Leisure and Tourism. (1 Year). Level 1 National Certificate

CITY OF BRISTOL COLLEGE – HARTCLIFFE CENTRE

Hawkfield Road, Bristol BS13 0RJ

Tel: 0117 312 5000

Website: www.cityofbristol.ac.uk

Vocational Courses

Plastering. (1 Year). Foundation Award

CITY OF BRISTOL COLLEGE – LAWRENCE WESTON CENTRE

Broadlands Drive, Bristol BS11 0NT

Tel: 0117 312 5000

Website: www.cityofbristol.ac.uk

Entry Level Courses

Horizons

(3 Years). Literacy/Numeracy/Preparation for life and work. Choose from Cookery; Drama; work experience and others.

Towards Independence

(2 Years). Develop personal, practical and vocational skills. Go on work placement.

Transitions

(2 Years). Supported by your own personal tutor you'll improve your Communication, IT, Literacy and Numeracy Skills. There is an opportunity – depending on site – to study other subjects such as: Art & Design; Workshop Skills; Small Animal Care; Leisure and Tourism; Health and Social Care; Motor Vehicle; ICT and Hair and Beauty.

Vocational Courses

Construction. (1 Year). Introductory Diploma

CITY OF BRISTOL COLLEGE – PARKWAY TRANSPORT TECHNOLOGY CENTRE

New Road, Stoke Gifford, Bristol BS34 8SF

Tel: 0117 312 5000

Website: www.cityofbristol.ac.uk

Vocational Courses

Body Repair. (1 Year). Level 1 Technical Certificate

Body Refinishing. (1 Year). Level 1 Technical Certificate

Light Vehicle. (1 Year). Level 1 Technical Certificate

CITY OF BRISTOL COLLEGE – SOUNDWELL CENTRE

St Stephens Road, Soundwell, Bristol BS16 4RL

Tel: 0117 312 5000

Website: www.cityofbristol.ac.uk

New Options – OCR Essential Skills and City & Guilds Key Skills

(1 year). Numeracy, Literacy, Problem Solving, Work with Others. Gain Level 1 qualifications.

Entry Level Courses**Transitions**

(2 Years). Supported by your own personal tutor you'll improve your Communication, IT, Literacy and Numeracy Skills. Opportunity – depending on site – to study other subjects such as: Art & Design; Workshop Skills; Small Animal Care; Leisure and Tourism; Health and Social Care; Motor Vehicle; ICT and Hair and Beauty.

Vocational Courses

Caring for Children. (1 Year). Foundation Award

Construction (1 Year). Introductory Diploma

Health and Social Care (1 year). Introductory Diploma

Kitchen and Restaurant Skills (1 Year). VRQ 1

Media. (1 Year). Introductory Diploma

Music Technology. (1 Year). Introductory Diploma

New Options – OCR Essential Skills and City and Guilds Key Skills

(1 year). Numeracy, Literacy, Problem Solving, Work with Others. Gain Level 1 qualifications.

CITY OF BRISTOL COLLEGE – SOUTH BRISTOL SKILLS ACADEMY

Whitchurch Lane, Bristol, BS14 0JZ

Tel: 0117 312 5000

Website: www.cityofbristol.ac.uk

Vocational Access Programme**EDI Certificate in Skills for Working Life**

(1 year). This course is perfect if you want to try different work-related subjects before deciding what to specialise in. You can choose from a wide range: Catering, Care, Construction, Horticulture, Motor Vehicle, Office, Administration and Retail. Working both at College and on work placements you'll develop skills in communication, working with others, planning and problem solving.

Entry Level Courses**Horizons**

(3 Years). Literacy/Numeracy/Preparation for life and work. Choose from Cookery; Drama; work experience and others.

Vocational Courses

Administration. (1 Year). Vocational Access Programme

Caring for Children. (1 Year). Foundation Award

Catering (2 Years). Vocational Access Programme

Construction. (1 Year). Introductory Diploma
 Construction. (2 Years). Vocational Access Programme
 Health and Social Care. (1 Year). Introductory Diploma
 Horticulture. (1 Year). NVQ 1
 Horticulture (1 Year). BTEC Introductory Diploma
 Horticulture. (2 Years). Vocational Access Programme
 IT@Work. (1 Year). Introductory Diploma
 Kitchen and Restaurant Skills (1 Year). VRQ 1
 Light Vehicle. (1 Year). Level 1 Technical Certificate
 Motor Cycle. (1 Year). Level 1 Technical Certificate
 Motor Vehicle. (1 Year). Vocational Access Programme
 Office Skills. (1 Year). Vocational Access Programme
 Retail. (1 Year). Vocational Access Programme

New Options – OCR Essential Skills and City and Guilds Key Skills

(1 year). Numeracy, Literacy, Problem Solving, Work with Others. Gain Level 1 qualifications.

CITY OF BRISTOL COLLEGE – THE PARK CENTRE

Daventry Road, Knowle, Bristol, BS4 2LF

Tel: 0117 903 9772

Website: www.cityofbristol.ac.uk

Vocational Courses

Public Service. (1 Year). Introductory Certificate/Diploma
 Drama. (1 Year). Introductory Diploma

FILTON COLLEGE

Filton Avenue, Filton, Bristol BS34 7AT

Tel: 0117 931 2121

Website: www.filton.ac.uk

Entry Level 1 to Pathway

Students will follow a core curriculum of basic skills at Entry Level. Students are assessed in basic skills and grouped according to level. In addition to basic skills, students study a range of vocational modules from the following list:

- Driving (theory and practice)
- Cookery
- Retail
- Art & Design
- Care (including childcare)
- Performing Arts
- Animal Care
- Hotel & Catering
- ICT

Certificate of Personal Effectiveness – ASDAN

(1 or 2 Years). This course is for young people leaving school who require support and guidance to prepare for employment, work-based training or other Further Education courses. Courses last for 1 year. This course runs at Levels 1 & 2.

Entry to Employment – FLEX

Filton's leading to Employment Xperience, is a welcome addition to our e2e provision at Filton College. FLEX is promoted as a positive opportunity for learners to gain employment skills or improve current levels of qualifications to access full-time courses.

The 'FLEX – Build' programme offers an opportunity to develop work based skills within the construction sector, progressing to one of our full-time courses or leading to employment.

The 'FLEX – Image' programme offers an opportunity to develop work based skills within the beauty sector, progressing to one of our full-time courses or leading to employment.

To complement the existing e2e and FLEX Build/FLEX Beauty provision we have decided to extend the FLEX brand to offer 'FLEX Animal'.

Vocational Courses

Beauty Therapy. (1 Year). NVQ 1
 Brickwork. (1 year). Level 1
 Business Diploma/ICT Certificate. (1 Year). Level 1
 Caring for Young Children. (1 Year). Foundation Certificate CACHE Foundation
 Carpentry. (1 year). Level 1
 Creative and Media. (1 Year). Foundation Diploma
 Creative and Media. (1 Year). Foundation Diploma
 Electrical. (1 year). Level 1
 Engineering. (1 Year). Introductory Diploma
 Gardening/Horticulture. (1 year). NVQ 1
 Hairdressing. (1 year). NVQ 1
 Health and Social Care. (1 Year). Introductory Diploma
 Hospitality, Travel and Tourism. (1 Year). Introductory Certificate/Diploma
 IT @ Work. (1 Year). Introductory Diploma
 Land and Environment. (1 Year). Introductory Diploma
 Plastering. (1 year). Level 1
 Plumbing. (1 year). Level 1
 Public Services. (1 Year). NCFE Certificate
 Skills for Working Life. (1 year). BTEC Entry Level Certificate
 Sport. (1 Year). Diploma in Sport and Active Leisure – Level 1
 Travel and Tourism. (1 year). Level 1 Diploma

NORTON RADSTOCK COLLEGE

South Hill Park, Radstock, Bath BA3 3RW

Tel: 01761 433161

Website: www.nortcoll.ac.uk

Foundation Learning (stages 1 to 3)

(1 to 3 years). The college is providing a range of vocational courses within the Foundation Learning Tier and has introduced a 3 stage programme to advance students from pre-entry through to Level 1 and to prepare them for Level 2 provision (either at college or through an apprenticeship) or onto independent living. Also included with foundation learning are functional skills in Maths, English and ICT and Personal and Social Development units.

Stages 1 and 2 provide a range of vocational courses to try and lead to a BTEC award. Stage 3 learners will study a vocational course at Level 1 having being supported to make an informed decision as to which area to focus on. The Qualifications and Credit Framework (QCF) provides a flexible and individual programme to meet each learner's needs and the programme includes the support of a personal tutor to help the learner progress through the stages.

Please contact the School of Foundation Learning within the college for further details.

ST BRENDAN'S SIXTH FORM COLLEGE

Broomhill Road, Brislington, Bristol BS4 5RQ

Tel: 0117 977 7766

Website: www.stbrn.ac.uk

Vocational Courses

IT @ Work – Introductory Diploma.

WESTON COLLEGE

Knightstone Road, Weston-super-Mare BS23 2AL

Tel: 01934 411411

Website: www.weston.ac.uk

Entry Level Courses

Preparation for Work and Life

(1-3 Years). Develop confidence and skills in preparation for entry onto other courses at the college.

Employment Plus

(1 Year). Designed as an e2e (entry to employment) course. Every student will need to demonstrate a commitment to developing their skills for the workplace as work experience plays a key part in this course.

Extension Studies

(Up to 2 Years). No formal qualifications are needed. However, you must show that you are willing to take responsibility for your learning and development and work closely with the course team. You will need to attend a course guidance interview. On successful completion of this you can progress to a variety of Level 1 or intermediate level courses or enter employment or work based training.

Vocational Courses

Art, Media and Design. (1 Year). Introductory Diploma
 Beauty Therapy. (1 Year). NVQ 1
 Business, Retail and Administration. (1 Year). Introductory Diploma
 Preparation for Childcare. CACHE Introductory Diploma
 Caring for Children. (1 Year). CACHE Foundation Award
 Construction. (1 Year). Basic Skills, Foundation Award
 Food Preparation and Cooking. (1 Year). NVQ1
 Land and Environment. (1 Year). Introductory Diploma
 Hairdressing. (1 Year). NVQ1
 Health and Social Care. (1 Year). Introductory Diploma
 Hospitality, Travel and Tourism. (1 Year). Introductory Diploma
 ICT. (1 Year). Introductory Diploma
 Public Services. (1 Year). Introductory Diploma
 Trowel Occupations. (1 Year). NVQ 1
 Wood Occupations. (1 Year). NVQ1
 Sport and Leisure. (1 Year). Introductory Diploma

Section 2

Year 12 (Sixth Form)

All schools offer additional services to help students. They also have somebody in charge of making sure students get the best possible support. Talk to the Special Educational Needs Coordinator (SENCO) about the help you might need.

Schools can offer help with:

- Reading and writing
- Transport to and from school
- Extra time with tutors
- Specialist help for hearing or visual impairment
- Language support, if English is not your first language
- Contact schools for information and an application form. They all have websites
- Go to open evenings and information events
- Talk to your college tutors or Connexions Personal Adviser about what you can do after your course
- Educational Maintenance Allowance is a weekly payment to help you continue to learn or train. EMA is worth up to £30 a week. Other financial support exists to help with travel, specialist courses, books and equipment and childcare. Terms and conditions apply to all. For more information – <http://moneytolearn.direct.gov.uk>

Section 3

Training and Jobs

Both of these options allow you to learn new skills and get some real work experience.

Pre e2e and Entry 2 Employment (e2e) are schemes which help to prepare you for work. You can also try out a range of things on Pre e2e. Some providers offer both training schemes.

Ask the careers staff in your school/college or contact your Connexions Personal Adviser to see who offers e2e courses locally. You can also find out by looking on the web at Futures4Me. This site covers all post-16 learning and training opportunities available in the West of England.

Time Off for study or training

The right to Time Off for Study or training is designed to help you if you are aged 16-17, got few if any qualifications at school, and are now employed in a job which offers little or no training. For more information – www.connexions-direct.com – look under work schemes>time off for study and training.

Easy ways to get useful information

- www.connexionswest.org.uk – information for 13-19 year olds; vacancies; local support agencies; education & training database; publication downloads.
- <http://options.connexionswest.org.uk> – Your Way Forward - Options @ 16 and 17. Post-16 learning, training and work options; qualifications; sources of finance; useful websites.
- <http://workmatters.connexionswest.org.uk> – Information about working in the local area; how much people earn; number of people employed; types of jobs; useful websites.
- **Futures4Me** – explore all post-16 learning and training opportunities available in the West of England.
- Job Centre Plus can also provide help to those with special needs who are aged 18+. Ask for the Disability Employment Adviser. For further information see: www.jobcentreplus.co.uk They can also put you in touch with organisations such as Remploy and the Shaw Trust who offer supported employment for disabled people and people with a health condition.

Connexions West of England Centres are open Monday – Friday. Contact direct for opening hours.

Bristol 4 Colston Avenue Bristol BS1 4ST Tel: 0117 987 3700 Fax: 0117 987 3701 Minicom: 0117 907 4514	Bath & North East Somerset 28 Southgate Bath BA1 1TP Tel: 01225 461 501 Fax: 01225 465 619	South Gloucestershire 21-23 High Street Kingswood Bristol BS15 4AA Tel: 0117 961 2760 Fax: 0117 960 7838	South Gloucestershire 28 Gloucester Rd North Filton Bristol BS7 0SJ Tel: 0117 969 8101 Fax: 0117 931 2978	North Somerset 45 Boulevard Weston-super-Mare BS23 1PG Tel: 01934 644443 Fax: 01934 644409
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www.connexionswest.org.uk
enquiries@connexionswest.org.uk

Connexions Direct (confidential information, advice and support for young people)
Tel: 080 800 13 2 19. Text: 07766 4 13 2 19. www.connexions-direct.com

The information in this leaflet was correct at the time of writing. Please check details - information dates quickly.

Produced by Red Bridge Solutions Ltd - enquiries@redbridgesolutions.co.uk