The World of Work Training Centre

For Your Local Education Services

Course prospectus
About us

The World of Work team has over 18 years of experience in the educational sector and specialise in work related learning. As a Training and Service Provider we offer a range of courses/services.

Where are we?

Our Head Office, in-house training facilities including our bespoke training salon and refurbished classrooms are based in Enfield (on the Great Cambridge Road - A10). All classroom-based sessions are complimented with refreshments. Free parking is also available at our premises if needed.

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Our Courses

Hairdressing NVQ Level 1

The VTCT NVQ Level 1 Certificate in Hairdressing and Barbering is a specialist vocationally related qualification. Learners will develop the necessary knowledge, understanding and skills through assisting qualified hairdressers with perming, colouring and cutting services whilst themselves gaining skills in these techniques. Learners will also develop the basic skills and knowledge required to work with colleagues and be compliant with health and safety in the salon, they will also learn to create and maintain retail displays. This qualification is available on a full-time and part time basis.

COURSE CONTENT

The course is a mixture of theory and practical workshop sessions. When a learner is ready for assessment, the salons will be open to the public and students will perform the treatments on paying clients creating a realistic working environment. Assessment of essential knowledge and practical skills will be done through written test papers, oral questions and practical observation. All learners will be required to compile a portfolio of evidence in order to complete the course. Learners studying the level 1 Certificate in Hairdressing and Barbering will achieve the following units:

- Ensure responsibility for actions to reduce risks to health and safety
- Contribute to the development of effective working
- Shampoo and condition hair
- Prepare for hair services and maintain work areas
- Assist with Salon Reception duties
- Blow dry hair
- Assist with hair colour services
- Plait and twist hair using basic techniques

CAREER OPPORTUNITIES

Within the academic year the learners will be given the opportunity to progress their skills from level 1 to level 2, this will include consultation, cutting, perming, colouring, reception and health and safety in the salon. The level 1 Certificate in Hairdressing and Barbering course provides a platform for progression on to:

Level 2 Diploma in Hairdressing

Foundation Modern Apprenticeship through work based learning
Hairdressing NVQ Level 2

INTRODUCTION

The VTCT Level 2 Diploma in Women's Hairdressing is an intermediate vocational qualification that focuses on the development of a broad range of hairdressing skills, supported by relevant underpinning theoretical knowledge. The purpose of this qualification is to develop a high level of occupational ability and provide a sound platform from which to progress to a Level 3 Hairdressing NVQ or Diploma.

Hairdressing learners will gain exceptional experience for a range of careers within our training centre, learning in highly commercial salons and barbering facilities. At The World of Work learners gain experience of the latest treatments including advanced Hairdressing by using high-end industry products learners can enjoy excellent employment opportunities locally, nationally and internationally.

COURSE CONTENT

The course is a mixture of theory and practical workshop sessions. Theory is delivered and assessed through assignments, tasks and externally set examinations. Paying clients will offer a realistic working environment in which to put theory knowledge into practice and the practical elements of the course will be assessed through observation and oral questioning. Through this, learners will build up a portfolio of evidence of the work that they have completed. The Level 2 Diploma in Women's Hairdressing consists of the following units:

Follow health and safety practice in the salon

Give customers a positive impression of yourself and your organisation

Cut women's hair using basic techniques

Change hair colour

Style & finish hair

Shampoo and condition the hair and scalp

Client consultation for hair services

Display stock to promote sales in a salon

Promote products and services to clients in a salon

Salon reception duties
Adding Hair

**Entry requirements:** to have a keen interest in this sector and to work/have the desire to work for a minimum of 30 hours a week.

**CAREER OPPORTUNITIES**

The Level 2 Diploma in Women's Hairdressing provides learners with the necessary knowledge and skills to work as a hairdresser. This qualification also provides suitable progression opportunities to Level 3 studies. These include the VTCT Level 3 Diploma in Hairdressing. Progression opportunities also exist in the form of specialist VTCT vocationally related qualifications at Levels 2 and Level 3.

**Hours**

Flexible

**Duration**

12 months

**Funding**

Foundation Modern Apprenticeship through work based learning *(THIS COURSE IS GOVERNMENT FUNDED FOR 16+ YEAR OLDS): MATHS & ENGLISH IS ALSO OFFERED AS PART OF THIS COURSE IF CANDIDATES DO NOT HAVE GCSE C GRADE OR ABOVE AND OR EQUIVALENT*
Hairdressing NVQ Level 3

INTRODUCTION

In this qualification you will develop your knowledge and understanding of the underpinning theory. The VTCT Level 3 Diploma in Hairdressing is a job ready qualification based on National Occupation Standards for Hairdressing. You will develop the necessary knowledge and skills through working as a senior stylist in the workplace or work environment. This qualification is most suited for learners wishing to advance in their profession or to become a salon manager and / or owners. Throughout the VTCT Level 3 Diploma in Hairdressing you will be supervised by technical staff and assessed on your occupational competence. The VTCT Level 3 Diploma in Hairdressing has been designed to provide you with the requisite knowledge, understanding and skills and is focused on developing you as a highly proficient and occupationally competent professional hairdresser.

Hairdressing learners will gain exceptional experience for a range of careers within our Hair and Beauty Academy, learning in highly commercial salons and barbering facilities. At The World of Work Training Centre learners gain experience of the latest treatments including advanced Hairdressing by using high-end industry products learners can enjoy excellent employment opportunities locally, nationally and internationally.

The VTCT Level 3 Diploma in Hairdressing is an advanced vocational qualification that specifically focuses on the development of advanced skills in women's hairdressing, supported by the relevant theoretical knowledge and understanding. The purpose of this qualification is to develop a high level of occupational ability to work in the hairdressing industry in an advanced position.

COURSE CONTENT

A diverse range of additional skill certificates focusing on colouring, cutting and styling techniques will be available to enhance learning and further develop skills; the purpose of specialist qualifications is to develop a high level of occupational ability for those in education or industry. The Level 3 Diploma in Hairdressing includes the following units.

- Provide hairdressing consultation services
- Creatively cut hair using a combination of techniques
- Promote additional services or products to customers
- Colour hair using a variety of techniques
- Provide colour correction services
- Creatively style and dress hair
- Creatively dress long hair
- Contribute to the financial effectiveness of the business

CAREER OPPORTUNITIES

This qualification provides learners with the necessary understanding and skills to work as an advanced hairdresser. Progression opportunities also exist in the form of specialist vocationally related qualifications at level 3 and level 4.

ENTRY REQUIREMENTS

The qualification is available for students who hold an NVQ Level 2 or equivalent in hairdressing. To have a keen interest in this sector and to work/ have the desire to work for a minimum of 30 hours a week.

Hours

Flexible

Duration

12 months

Funding

Advance Modern Apprenticeship through work based learning (THIS COURSE IS GOVERNMENT FUNDED FOR 16+ YEAR OLDS): MATHS & ENGLISH IS ALSO OFFERED AS PART OF THIS COURSE IF CANDIDATES DO NOT HAVE GCSE C GRADE OR ABOVE AND OR EQUIVALENT
Teaching & Assessor qualification

Learning & Development Level 3 (QCF)

INTRODUCTION

VTCT Certificate in Learning & Development (QCF) is a vocationally recognised qualification focused towards those pursuing a teaching and assessing career in further education.

This award is designed to equip a wide range of teachers, trainers and facilitators with the underpinning skills and knowledge to enable them to practice effectively.

The Learning & Development qualification provides a sound introduction to teaching/training and is suitable for those who are new to or wish to start teaching, assessing, training, or for experienced practitioners who would like to secure professionally recognised teaching/assessing qualifications.

One of the main benefits of completing this certificate is that it provides a ‘threshold licence to practice’, a requirement within current legislation for all those teaching/training within the Learning and Skills Sector*. This qualification will enable you to work in a teaching function and progress on to a broader teaching qualification.

For teachers in Further Education colleges it is the mandatory first stage in the process of acquiring a full teaching qualification and licensed practitioner status.

COURSE CONTENT

This course offers the chance to explore the challenges and rewards of teaching and to get a foot on the professional ladder. It teaches you to plan lessons, to support a range of learner needs, to develop a range of teaching and learning activities and methods, and to understand and deploy a range of valid and reliable assessment methods used to measure learning. By the end of the course, you will have planned and delivered a 30-minute "micro teach" encapsulating all that has been learnt during the programme.

Students can expect to dedicate around 30 hours of private study in addition to classroom lectures, but will have unlimited access to our staff and resources during the course.

This is a six-unit qualification, comprising of the following themes:

- Understand the principles and practices of learning and development
- Reflect on and improve own practice in learning and development
- Facilitate learning and development in groups
- Understanding the principles and practices of assessment
- Assess occupational competence in the work environment
- Assess vocational skills, knowledge and understanding
CAREER OPPORTUNITIES

You can progress onto the Certificate in Teaching in the Lifelong Learning Sector (CTLLS) or the Diploma (DTLLS)

ENTRY REQUIREMENTS

- You need to be qualified to Level 3 within the specialist subject you wish to teach to others.
- Demonstrate Literacy and Numeracy level 2. (Overseas students should demonstrate IELTS 6.5 or higher).
- You should also have a good command of written and spoken English and you should be IT literate.
- You will be required to attend and interview and to undertake an initial assessment
- To have a keen interest in this sector and to work/ have the desire to work for a minimum of 30 hours a week.

Career Progression

Learners can progress from the VTCT Level 3 Certificate in Learning and Development (QCF) directly into employment as a teacher in the further education sector.

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

- VTCT Level 4 Award in Learning and Development (QCF)
- VTCT Level 4 Diploma in Learning and Development (QCF)
- VTCT Level 4 Certificate in Teaching in the Lifelong Learning Sector (QCF)

Hours

Flexible

Duration

12 months

Funding

Advance Modern Apprenticeship through work based learning (THIS COURSE IS GOVERNMENT FUNDED FOR 16+ YEAR OLDS): MATHS & ENGLISH IS ALSO OFFERED AS PART OF THIS COURSE IF CANDIDATES DO NOT HAVE GCSE C GRADE OR ABOVE AND OR EQUIVALENT
(Diploma in Education and Teaching) Level 5

DET

INTRODUCTION

This is the minimum qualification you need to work as a ‘full’ teacher. The learning sector not only embraces FE colleges and adult or compulsory based learning, but also work-based and public sector training.

This course is designed to meet the next stage of the professional needs of teachers in the Lifelong Learning Sector, as well the professional standards laid down by IFL (Education & Training Foundation). The programme will follow the newly revised national standards and will to Qualified Teacher Learning and Skills (QTLS) status. You need to have a teaching placement and be able to complete at 100-120 hours of teaching practice.

Students can expect to spend in the region of 840 hours on research, self-study, and teaching practice.

COURSE CONTENT

The DET qualification consists of a total credit value of 120 credits. Units covered will be:

Enabling learning through assessment
Applying theories and principles for planning and enabling learning
Optional units to the value of 45 credits
Continuing personal and professional development
Curriculum development for inclusive practice
Wider professional practice

There is a requirement for a candidate to have between 100 and 120 hours of teaching practice to evidence.

You must be observed for at least eight hours over a minimum of eight occasions in your workplace. Observations will be appropriately spaced throughout the duration of the DET programme.

In order to be successful in DET, you will need to demonstrate a depth of knowledge and understanding of each unit, which has been studied. You will be required to conduct your own independent research, and you will be required to show evidence of your reading and research right from the off!

During DET, there will be opportunities in the classroom for workshops, discussions, and group work to support what you have studied, and you will be guided at every step towards your goal.
CAREER OPPORTUNITIES
To progress onto other higher education programmes and or work as a full time teacher/lecturer

ENTRY REQUIREMENTS

1. You must have completed your PTLLS/AET, CTLLS/CET, Learning & Development or other equivalent qualifications
2. You should be employed as a teacher or may be doing voluntary teaching for at least 100-120 hours over the course of the DET course
3. You should hold a Level 3 qualification in your own subject specialism
4. You should have an appropriate level of education including English and Maths at minimum level 2
5. ICT literate
6. You will have to undergo an interview with the course tutor
7. A reference from your employer verifying your teaching hours and the availability of a mentor to support your teaching in the workplace.

Career Progression

To achieve full QTLS status.

Post-Graduate degree

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Beauty Therapy NVQ Level 2 (General Pathway)

Introduction

A great beauty course if you're interested in becoming a professional beauty therapist or want to continue your beauty training.

This course covers specialist treatments and can include:

- Salon procedures
- Facial therapy
- Eyebrow shaping and lash extensions
- Eyelash and eyebrow tinting
- Manicures
- Pedicures
- Waxing
- Make-up
- Skin analysis
- Anatomy and physiology
- Effectiveness at work

Assessment

Continuous assessment by observation on paying clients, formal and informal online tests, written assignments and tests as well as building up a portfolio of your work.

Entry Requirements: A keen interest in Beauty Therapy. You'll take a practical and written skills test to assess your suitability for the course.

Entry requirements: to have a keen interest in this sector and to work/ have the desire to work for a minimum of 30 hours a week.
**Progression:** You could progress to a Level 3 course in beauty therapy to improve your skills for better job prospects.

**Hours**

Flexible

**Duration**

12 months

**Funding**

**Foundation Apprenticeship** through work based learning.

*(THIS COURSE IS government FUNDED FOR 16+ year olds): Math’s & English is also offered as part of this course if candidates do not have GCSE C grade or above and or equivalent*

**Please contact us for further information.**
Beauty Therapy NVQ Level 3 (General pathway)

Introduction: This course is ideal if you want to work as a supervisor or manager in the beauty industry or even to further your knowledge as a practitioner.

You’re encouraged to combine the course with at least two days a week in a salon. The course covers advanced aspects of beauty treatments including:

- Electrical treatments
- Promotion of products
- Massage therapy
- Health and safety

Assessment

Continuous assessment by observation on paying clients, formal and informal online tests, written assignments and tests as well as building up a portfolio of your work.

Entry Requirements: A keen interest in Beauty Therapy. You’ll take a practical and written skills test to assess your suitability for the course.

NVQ Level 2 in Beauty Therapy and or equivalent

To have a keen interest in this sector and to work/ have the desire to work for a minimum of 30 hours a week.

Progression: You could progress to a Level 3 course in beauty therapy to improve your skills for better job prospects.
Hours

Flexible

Duration

12 months

Funding

Advanced Apprenticeship through work based learning.

(This course is government funded for 16+ year olds):
Math’s & English is also offered as part of this course if candidates do not have GCSE C grade or above and or equivalent

Please contact us for further information.
Barbering NVQ Level 2

INTRODUCTION

The VTCT Level 2 Diploma in Barbering is an intermediate vocational qualification that focuses on the development of a broad range of hairdressing skills, supported by relevant underpinning theoretical knowledge. The purpose of this qualification is to develop a high level of occupational ability and provide a sound platform from which to progress to a Level 3 Hairdressing NVQ or Diploma.

Barbering learners will gain exceptional experience for a range of careers within our training centre, learning in highly commercial salons and barbering facilities. At The World of Work learners gain experience of the latest treatments including advanced Hairdressing by using high-end industry products learners can enjoy excellent employment opportunities locally, nationally and internationally.

COURSE CONTENT

The course is a mixture of theory and practical workshop sessions. Theory is delivered and assessed through assignments, tasks and externally set examinations. Paying clients will offer a realistic working environment in which to put theory knowledge into practice and the practical elements of the course will be assessed through observation and oral questioning. Through this, learners will build up a portfolio of evidence of the work that they have completed. The Level 2 Diploma in Barbering consists of the following units:

Follow health and safety practice in the salon

Give customers a positive impression of yourself and your organisation

Cut men’s hair using basic techniques

Change hair colour

Style & finish hair

Shampoo and condition the hair and scalp

Client consultation for hair services

Display stock to promote sales in a salon

Promote products and services to clients in a salon

Salon reception duties
CAREER OPPORTUNITIES

The Level 2 Diploma in Barbering provides learners with the necessary knowledge and skills to work as a Barber. This qualification also provides suitable progression opportunities to Level 3 studies. These include the VTCT Level 3 Diploma in Barbering. Progression opportunities also exist in the form of specialist VTCT vocationally related qualifications at Levels 2 and Level 3.

Entry requirements: to have a keen interest in this sector and to work/ have the desire to work for a minimum of 30 hours a week.

The Level 2 Diploma in Barbering is available:

Hours
Flexible

Duration
12 months

Funding

Foundation Apprenticeship through work based learning.

(This COURSE IS government FUNDED FOR 16+ year olds): Math’s & English is also offered as part of this course if candidates do not have GCSE C grade or above and or equivalent

Please contact us for further information.
Barbering NVQ Level 3

INTRODUCTION

In this qualification you will develop your knowledge and understanding of the underpinning theory. The VTCT Level 3 Diploma in Barbering is a job ready qualification based on National Occupation Standards for Hairdressing. You will develop the necessary knowledge and skills through working as a senior stylist in the workplace or work environment. This qualification is most suited for learners wishing to advance in their profession or to become a salon manager and/or owners. Throughout the VTCT Level 3 Diploma in Barbering you will be supervised by technical staff and assessed on your occupational competence. The VTCT Level 3 Diploma in Barbering has been designed to provide you with the requisite knowledge, understanding and skills and is focused on developing you as a highly proficient and occupationally competent professional hairdresser.

Barbering learners will gain exceptional experience for a range of careers within our Hair Academy, learning in highly commercial salons and barbering facilities. At The World of Work Training Centre learners gain experience of the latest treatments including advanced Hairdressing by using high-end industry products learners can enjoy excellent employment opportunities locally, nationally and internationally.

The VTCT Level 3 Diploma in Barbering is an advanced vocational qualification that specifically focuses on the development of advanced skills in women's hairdressing, supported by the relevant theoretical knowledge and understanding. The purpose of this qualification is to develop a high level of occupational ability to work in the hairdressing industry in an advanced position.

COURSE CONTENT

A diverse range of additional skill certificates focusing on colouring, cutting and styling techniques will be available to enhance learning and further develop skills; the purpose of specialist qualifications is to develop a high level of occupational ability for those in education or industry.

The Level 3 Diploma in Barbering includes the following units.

- Provide barbering consultation services
- Creatively cut hair using a combination of techniques
- Promote additional services or products to customers
- Colour hair using a variety of techniques
- Wet shaves
- Contribute to the financial effectiveness of the business
CAREER OPPORTUNITIES

The Level 2 Diploma in Barbering provides learners with the necessary knowledge and skills to work as a Barber. This qualification also provides suitable progression opportunities to Level 3 studies.

These include the VTCT Level 3 Diploma in Barbering. Progression opportunities also exist in the form of specialist VTCT vocationally related qualifications at Levels 2 and Level 3.

**Entry requirements:** to have a keen interest in this sector and to work/ have the desire to work for a minimum of 30 hours a week.

**Hours**

Flexible

**Duration**

12 months

**Funding**

**Foundation Apprenticeship** through work based learning.

*(THIS COURSE IS government FUNDED FOR 16+ year olds): Math’s & English is also offered as part of this course if candidates do not have GCSE C grade or above and or equivalent*

**Please contact us for further information.**
Customer Service NVQ Level 2

Introduction: Customer Service is designed for people who are responsible for delivering service to customers and who interact directly with their customers - for example: sales or retail staff; those working on service desks or any customer facing role.

Candidates at Level 2 must achieve seven units - two mandatory plus five optional ones.

Mandatory Units
Level 2:

- Prepare yourself to deliver good customer service
- Provide customer service within the rules

The optional units are categorised by themes reflecting different aspects of customer service. At least one unit from each theme must be completed. The remaining units can be taken from any theme.

The themes are:

- **Foundations**: This relates to the mandatory units and covers the principles of customer service and your organisation's rules which affect service delivery. It includes understanding your organisation's processes for dealing with customers and having a good working knowledge of its products and services.
- **Impression and Image**: This focuses on the impression you and your organisation make on your customers. It includes building rapport; dealing with customers in different ways - for example face-to-face, by phone, in writing, using ICT; delivering what you promise and using available information to exceed customer expectations where possible. At Level 2 there are 9 units to choose from.
• **Delivery:** This centres on the reliable and consistent delivery of good service. It is about building relationships with your customers, diversity and working with others (e.g. service partnerships) to deliver customer service. At Level 2 there are 3 units to choose from.

• **Handling problems:** This looks at recognising and resolving customer queries and problems. It includes monitoring service delivery and dealing effectively with complaints.

• **Development and Improvement:** This is about improving service by developing customer relationships and leading, supporting or working with others to bring about improvements. It also includes analysis of customer feedback, developing customer service strategy and personal development.

**Entry requirements:** to have a keen interest in this sector and to work/ have the desire to work for a minimum of 30 hours a week.

**Progression:** level 3

**Hours**

Flexible

**Duration**

12 months
Funding

Foundation Apprenticeship through work based learning.

(THIS COURSE IS government FUNDED FOR 16+ year olds):
Math’s & English is also offered as part of this course if candidates do not have GCSE C grade or above and or equivalent

Please contact us for further information.
Customer Service Level 3

Introduction: The Level 3 NVQ is designed for people who deliver customer service but they must also be responsible for monitoring and developing the quality of the service provided. They may be in charge of a department or team.

The Level of responsibility and the opportunity to demonstrate the competences defined the units will determine which Level is appropriate for your job role.

What will I study on the course? This programme will run on an individual basis and your assessor will guide you on how to build a portfolio of evidence which reflects your ability to work with your customers. The NVQ is related directly to your job role and helps you to step back and reflect on your performance at work, review your working practices and identify any improvements you can make. It provides a personal development opportunity and enhances efficiency within your organisation.

Candidates at Level 3 must achieve eight units - two mandatory and six optional ones.

Mandatory Units

- Understanding customer service to improve customer service delivery
- Know the rules to follow when developing customer service

Optional Units
The optional units are categorised by themes reflecting different aspects of customer service. At least one unit from each theme must be completed. The remaining units can be taken from any theme.
The themes are:

- Foundations: This relates to the mandatory units and covers the principles of customer service and your organisation’s rules which affect service delivery. It includes understanding your organisation’s processes for dealing with customers and having a good working knowledge of its products and services.
  - Impression and Image: This focuses on the impression you and your organisation make on your customers. It includes building rapport; dealing with customers in different
ways - for example face-to-face, by phone, in writing, using ICT; delivering what you promise and using available information to exceed customer expectations where possible. At Level 3 there are 5 units to choose from.

- **Delivery**: This centres on the reliable and consistent delivery of good service. It is about building relationships with your customers, diversity and working with others (e.g. service partnerships) to deliver customer service. At Level 3 there are 5 units.

- **Handling problems**: This looks at recognizing and resolving customer queries and problems. It includes monitoring service delivery and dealing effectively with complaints. At Level 3 there are 3 units to choose from.

- **Development and Improvement**: This is about improving service by developing customer relationships and leading, supporting or working with others to bring about improvements. It also includes analysis of customer feedback, developing customer service strategy and personal development. At Level 3 there are 5 units to choose from.

**Entry requirements**: to have a keen interest in this sector and to work/ have the desire to work for a minimum of 30 hours a week.

**Hours**

Flexible

**Duration**

12 months
Funding

Foundation Apprenticeship through work based learning.

(THIS COURSE IS government FUNDED FOR 16+ year olds): Math’s & English is also offered as part of this course if candidates do not have GCSE C grade or above and or equivalent

Please contact us for further information.
CACHE Level 3 Diploma for the Children and Young People’s Workforce (England) (QCF)

What does the qualification cover?
This qualification is designed to build the knowledge and skills needed when working with children and young people from birth to 19 years. It covers a diverse range of job roles and occupational areas and is split into two pathways:

Social Care
Learning and Development Support Services

Who is it suitable for?
Anyone who works or wants to work at a supervisory level in the children and young people’s workforce.

How many credits are required to complete it?
The Diploma requires 65 credits.

How is it assessed?
It will be assessed by your tutor or assessor using a range of methods. This could include direct observation in the workplace, a portfolio of evidence, written assignments or a task set by the organisation.

Do you need to be working to take the qualification?
Yes, you will need to be working.

How long does it take to complete?
You can usually complete it in a year.

Hours
Flexible

What related qualifications can you progress to?
The Level 5 Diploma in Leadership for Health and Social Care and Children and Young People’s Services or a Foundation Degree.
Advanced Apprenticeship through work based learning.

(THIS COURSE IS government FUNDED FOR 16+ year olds): Math’s & English is also offered as part of this course if candidates do not have GCSE C grade or above and or equivalent

Please contact us for further information.
Level 3 Diploma in Specialist Support for Teaching and Learning in Schools (QCF)

What does the qualification cover?
This qualification provides an in-depth understanding of the knowledge and skills required when working directly with children or young people in primary, secondary or special schools. It covers all aspects of Specialist Support including planning, delivering, and reviewing assessment strategies to support learning alongside the teacher, bilingual and special needs support and personal development and reflective practice. It is also a must have for all those undertaking the Level 3 Supporting Teaching and Learning Apprenticeship.

Who is it suitable for?
Anyone working in roles that offer specialist support for pupils’ learning.

What are the entry requirements?
You should be at least 18 years old. To have a keen interest in this sector and to work/ have the desire to work for a minimum of 30 hours a week.

How many credits are required to complete it?
The Diploma requires 44 credits.

How is it assessed?
It will be assessed by your tutor or assessor using a range of methods. This could include direct observation in the workplace, a portfolio of evidence, written assignments or a task set by the training organisation.

Do you need to be working to take the qualification?
Yes, you will need to be working.

How long does it take to complete?
You can usually complete it in a year.
Hours
Flexible

What related qualifications can you progress to?
Degree in a related discipline.

Funding
Foundation Apprenticeship through work based learning.

(THIS COURSE IS government FUNDED FOR 16+ year olds): Math’s & English is also offered as part of this course if candidates do not have GCSE C grade or above and or equivalent

Please contact us for further information.
Level 3 Diploma in Playwork (NVQ) (QCF)

What do the qualifications cover?
These qualifications provide in-depth information about the role of the Level 3 playworker when working with children and young people between the ages of 4 to 16. They provide an understanding of the management of play environments and the line management of other staff. The Diploma covers the knowledge and skills needed when working unsupervised. It is also a must-have for all those undertaking the Level 3 Playwork Apprenticeship.

Who are they suitable for?
Experienced playworkers who have a wide knowledge and understanding of children and young people and an appreciation of playwork principles and practice.

What are the entry requirements?
You should be at least 18 years old. To have a keen interest in this sector and to work/ have the desire to work for a minimum of 30 hours a week.

How many credits are required to complete them?
The Diploma requires 65 credits.

How are they assessed?
They will be assessed by your tutor or assessor using a range of methods. This could include direct observation in the workplace, a portfolio of evidence, written assignments or a task set by the organisation.

Do you need to be working to take the qualifications?
For the Award and Certificate you will only require basic access to a playwork environment. For the Diploma you will need to be working, volunteering or on practical placement as you need to show competence in both knowledge and skills.

How long does it take to complete?
You can usually complete them in a year

What related qualifications can you progress to?
A Degree in a related discipline.

Which type of job roles can you apply for on completion?
• Playwork Development Officer • Adventure Centre Supervisor • Hospital Playworker • Manager of any Playwork Provisions
Hours
Flexible

Funding

Foundation Apprenticeship through work based learning.

(This course is government funded for 16+ year olds): Math’s & English is also offered as part of this course if candidates do not have GCSE C grade or above and or equivalent

Please contact us for further information.
Introduction

Administrators need a broad range of skills to work efficiently and to help increase business productivity. Skills shortages identified by organisations include a lack of office and administration skills, customer-handling skills, technical and practical skills, oral communication skills and IT skills, all of which are covered within the Business & Administration Apprenticeship framework.

Intermediate apprentices may work in roles such as administrators, office juniors, receptionists/medical receptionists, junior legal secretaries or junior medical secretaries.

Course content

The qualification includes:

- Communication in a business environment
- Principles of providing administrative services
- Principles of business document production and information management
- Understand employer organisations
- Manage personal performance and development
- Develop working relationships with colleagues

Career opportunities

Level 3 Business Administration or employment.

Entry requirements: to have a keen interest in this sector and to work/ have the desire to work for a minimum of 30 hours a week.

Hours

Flexible
Duration

12 months

Funding

Foundation Apprenticeship through work based learning.

(THIS COURSE IS government FUNDED FOR 16+ year olds): Math’s & English is also offered as part of this course if candidates do not have GCSE C grade or above and or equivalent

Please contact us for further information.
Business Administration level 3

Introduction

Administrators need a broad range of skills to work efficiently and to help increase business productivity. Skills shortages identified by organisations include a lack of office and administration skills, customer-handling skills, technical and practical skills, oral communication skills and IT skills, all of which are covered within the Business & Administration Apprenticeship framework.

Advance apprentices may work in roles such as administrators, office juniors, receptionists/medical receptionists, junior legal secretaries or junior medical secretaries.

Course content

Training for this Apprenticeship is based around a combination of mandatory and optional modules. We’ll help you put together the right mix of modules to fit the job you do and the way you want to develop your career.

Mandatory:

- Manage own performance in a business environment
- Evaluate and improve own performance in a business environment
- Work in a business environment
- Communicate in a business environment

Optional:

- Contribute to decision making in a business environment
- Organise and report data
- Respond to change in a business environment
- Contribute to innovation in a business environment

Progression

Upon successful completion learners may wish to continue their development via the completion of any of the following signposted qualifications/training: • HABC Level 3 Diploma in Management (QCF)
• Level 4 qualifications in Management.

Hours
Flexible

Duration

12 months

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Management level 3

Introduction

Management is ideal for first line managers with responsibility for managing budgets, allocating work to team members and/or colleagues, achieving specific results and some degree of decision making. The qualification aims to give learners an opportunity to develop their management performance, become more effective and to progress in their career.

Learners take three mandatory units focusing on managing personal development, setting objectives and supporting team members, and planning and allocating work for the team. They then choose from a diverse range of optional units to complete the qualification, tailoring their learning to meet their individual and organisational needs.

This qualification is suitable for job roles in any sector that involve management and leadership responsibilities. As a Level 3 learner they can expect to be working as a supervisor or first line manager.

Course content

The qualification includes unit such as:

- Manage own professional development within an organisation
- Set objectives and provide support for team members
- Plan, allocate and monitor work of a team
- Plan, allocate and monitor work in own area of responsibility
- Manage physical resources
- Develop working relationships with colleagues and stakeholders
- Manage risk in own area of responsibility
- Recruit staff in own area of responsibility
Progression

Upon successful completion learners may wish to continue their development via the completion of any of the following signposted qualifications/training: • Level 4 qualifications in Management.

Entry requirements: to have a keen interest in this sector and to work/ have the desire to work for a minimum of 30 hours a week.

Hours

Flexible

Duration

12 months

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Health & Social Care Level 2

Introduction

Health and Social Care is a very rewarding profession which provides you with the opportunity to care for others and make a positive difference to people’s lives.

This course will help you to develop your understanding and knowledge of the sector and introduce you to a range of skills which are highly valued by employers. It offers practical work experience through placements and the opportunity to develop your knowledge, understanding and skills.

Course content

You will study a range of subjects including:

• Lifespan development
• Individual needs
• Communicating in the health and social care sector
• Anatomy and physiology for health and social care

Alongside your studies you will have the opportunity to improve your English and maths and take part in GAP work placements to develop the skills employers are looking for.

Progression

Upon successful completion learners may wish to continue their development via the completion of any of the following signposted qualifications/training: • Level 3 Diploma in Health & Social Care

Flexible

Entry requirements: to have a keen interest in this sector and to work/ have the desire to work for a minimum of 30 hours a week.
Hours
Flexible

Duration
12 months

Funding

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Health & Social Care level 3

Introduction

If you are looking for a professional career in the health and social care sector, Level 3 will suit you if you are a health and social care worker or a senior worker and you have some responsibilities in your workplace, or you want to develop and demonstrate your skills as part of your career development. You sometimes work without supervision, or you want to develop or demonstrate your skills, perhaps to become a senior care worker.

The wide ranging diploma covers the skills and knowledge needed to work and develop your knowledge in a wide range of work based settings. It is flexible to suit all fields across the health and social care sector. You can choose a pathway of learning that suits your role now or for the future.

Course contents

- Promote communication in health, social care or children's and young people's settings
- Engage in personal development in health, social care or children's and young people's settings
- Promote equality and inclusion in health, social care or children's and young people's settings
- Principles of safeguarding and protection in health and social care
- The role of the health and social care worker
- Promote person-centered approaches in health and social care
- Promote and implement health and safety in health and social care
- Promote good practice in handling information in health and social care settings
- Introduction to duty of care in health, social care or children's and young people's settings

The units are assessed in your workplace by your work based assessor.
Progression

Upon successful completion learners may wish to continue their development via the completion of any of the following signposted qualifications/training: • Level 4/5 Diploma in Health & Social Care

Entry requirements: to have a keen interest in this sector and to work/ have the desire to work for a minimum of 30 hours a week.

Flexible

Duration

12 months

Funding

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