

Foundation Learning

NOCN Level 1 Award in Preparation for Employment:

New for September 2010, EBP can offer **an intensive one week** NOCN accredited *Preparation for Work* Programme. This NOCN qualification sits in the Qualification and Credit Framework (QCF) and is designed to help meet the needs of learners for whom 'employability skills' need to be the key focus and include a range of confidence building activities to improve learners communication, presentation and problem solving skills.

The qualification comprises of 4 units:

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| • Using Teamwork Skills: | Credit Value: | 3 |
| • Preparation for Interview: | Credit Value: | 1 |
| • FE Enrichment Activity: | Credit Value: | 2 |
| • Undertaking an Enterprise Project: | Credit Value: | 3 |

The learner must achieve 6 credits to gain the Award

How the Programme is Organised

- The qualification is open to 15 students per programme for years 9, 10 or 11
- The course is 1 week in duration and students undertake a range of activities
- Venues will vary and will include EBP, a local employer, a local FE college
- Each candidate will need to attend the pre-course induction session (interview)
- A parental consent form needs to be signed prior to the course starting
- EBP may refuse a student place if they feel they would not gain from the programme
- The NOCN award is worth 12.5 nominal school points
- Students are required to complete a portfolio throughout the week
- The course is managed by the EBP Curriculum Manager who is responsible for the course. The Curriculum Manager will ensure all partner organisations, where necessary, are CRB checked. Risk assessments will be carried out on all venues and activities as per normal practice.
- For every course, there must be one member of school staff attending.
- The school is responsible for transporting the group to and from each venue/activity daily
- The member of staff accompanying the group should be the same if possible as this consistency and stability improves impact.

- School staff can be involved in assessing individual progress and evaluation
- There will be rewards for achievement during the week and a Celebration Event on the final day

Behavioural Issues: :

- A green card = First warning
- An amber card = Second warning
- A red card = Student is removed from the project
- If a student is removed the school/consortium will still be responsible for the full costs as programme elements are booked and paid for in advance.

Special needs:

- School staff should be aware and make the Curriculum Manager aware of any student's special needs (dietary, emotionally, physically) the member of staff accompanying the group should know how to deal with any special needs.

Students should be made aware of the following:

- Students do not need to wear a uniform but appropriate clothing will be required as detailed on their timetable;
- Mobile phones must be switched off whilst in session;
- Each participant will have the chance to win an "outstanding contribution" award. Individual and group awards will be presented on the final day of the programme at the graduation ceremony. Families and teachers will be invited to attend;
- The actual elements of the programme will be developed in conjunction with the school. This is to ensure that the right mix to meet the needs of the group.

EBP will provide venues whilst the school will need to provide transport and an accompanying member of staff

Please note that because we book elements of the programme in advance, we are unable to move dates once agreed with the school; we require 12 weeks notice to set up the programme

Costs:

The programme costs £300.00 per student; maximum of 15 students per course. A cancellation charge of £50 per group will be applied for any withdrawal, once the request for places has been received and confirmed by EBP.

For full details contact Julia Jennings, Curriculum Manager

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