

EM Skills Move Forward Programme : AWE

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| Target group | Elected home educated (EHE) students age 14-19 New students and continuing students should be able to access this course |
| Objectives of the course | To support EHE students to achieve qualifications in order to either enter mainstream education in school or college, obtain an apprenticeship or traineeship or gain employment |
| Duration | The course will start on Monday 1 st October. It will last for 20 weeks. There will be a two -week break at Christmas. There are no half-terms. Lunch time will be 45 Mins |
| Attendance | <p>Students will be expected to attend as follows</p> <p style="text-align: center;">Way2000 and New Images Centre, 154 Brooker Rd, Waltham Abbey EN9 1JH</p> <p>Monday, Tuesday and Friday every week. 9.30am - 3.30pm To study with EM Skills to achieve Functional skills English, maths, ICT, Workskills and teamwork.</p> <p>Plus every Wednesday and Thursday to take part in either:</p> <ul style="list-style-type: none"> · Work Experience · directed self-study · study for GCSE(s) (AWE Club lessons for example) <p>There will be a 45 -minute lunch break. Please arrive by 9.20am ready to start work at 9.30am Food is available locally if required</p> |

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| Enrolment and induction | <p>Enrolment and induction will be held on the following days:</p> <ul style="list-style-type: none"> · Wednesday 26th September · Thursday 27th September · Friday 28th September <p>by booked, timed appointments, which will last up to two hours, with their parents / guardians.</p> <p>A parent / guardian must be present at this interview.</p> <p>During the interview the students will complete a:</p> <ul style="list-style-type: none"> · comprehensive initial assessment to establish their current levels for English and maths skills · learning styles questionnaire · set of documents to confirm their personal details <p>Our expectations of their behaviour, commitment and motivation will also be discussed.</p> <p>Students will be given details of the course and activities which will help them to be inducted into the programme.</p> <p>Students and their parents/guardians will be asked to sign forms to ensure that their child is protected during their time at the centre or at work experience. GDPR regulations require that we do not keep any unnecessary data on any student and the information we ask for is to support access to funding and qualifications only.</p> <p>Friday 28th September 10am</p> <p>There will be an opportunity for parents / guardians to meet the directors of EM Skills on Friday 28th September at 10.00. At this meeting we will explain and demonstrate how parents can access English and maths materials for the Functional Skills qualifications at home.</p> <p>Please note:</p> <p>With support from their parents / guardians, it may be possible for students to move through more than one level of English and maths.</p> <p>It may be possible for students to start the programme up until week 5 of the programme. This will take place on Fridays by appointment.</p> |
| Programme | <p>City and Guilds Functional Skills English City and Guilds Functional Skills Maths City and Guilds Functional Skills ICT City and Guilds L1 Certificate in IT User Skills ICQ L1 Award in Work Skills Work Experience</p> |

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| <p>Work experience</p> | <p>Work experience is a compulsory part of this programme and will take place during week 5-10 of the programme.</p> <p>All students will be expected to participate and complete the Work Experience Pack. The ICQ Work Skills qualification is linked to the Work Experience and will support students in preparing for, undertaking and evaluating the world of work.</p> <p>EM Skills will be able to offer Work Experience placements local to Waltham Abbey. Should parents/guardians choose to find their own placement the following will apply:</p> <p>The placement must have employer's liability insurance</p> <ul style="list-style-type: none"> · Be prepared to have a health and safety audit · Offer at least 30 hours (5 days) of work · Complete employer's documentation to verify the experience has taken place. <p>A work place visit will take place during the experience</p> |
| <p>The qualifications</p> | <p>Functional Skills : these qualifications were developed by the government in 2010 as an alternative for young people and adults who are not quite ready or able to access GCSE. The higher grade Functional Skills (L2) are equivalent to a 4/5 at GCSE are widely accepted by colleges and employers and form part of all apprenticeships, Assessment is through tests which are marked by either the tutor or City and Guilds, depending on the level.</p> <p>The IT User Skills qualification is an established, nationally recognised, qualification for people using computers for pleasure, work or to study. Students will be encouraged to develop their It skills using the internet, imaging software, word processing and spreadsheets as well as design, website and presentation software. Assessment for this course will be through tests and in class assignments.</p> <p>The Work Skills qualification will prepare students for their placement, to enhance their experience and ensure they get the maximum benefit from the placement. It will include CV writing.</p> |

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| <p>Keeping in touch</p> | <p>Students will be given a timetable outlining the work for each week of the programme.</p> <p>The programme will include homework.</p> <p>At the end of each week the tutors will sign the programme log to record the progress of the student and identify any remedial work the parents / guardians can support. Parents / guardians are expected to sign the programme log.</p> <p>The course tutor will be available to meet parents at 3.00 every Friday</p> <p>There will be a mid-term and end of course review that will be shared with the parents.</p> <p>There is no expectation or requirement for parents to stay with their child during the three days in the centre. If a parent needs to be on site during the teaching days they will need to be checked by the Disclosure and Barring Service (DBS) at their own expense.</p> |
| <p>Cost and access requirements</p> | <p>This course funded by the through the Department of Education and is free for all qualifying students.</p> <p>In order to qualify for funding the following document MUST be provided at the enrolment/induction:</p> <ul style="list-style-type: none"> · A UK passport or birth certificate · Proof that the student has opted for home education if available · National insurance number · Proof of address |
| <p>Completing the programme</p> | <p>The course will finish at the end of February. At this point parents / guardians will be asked to sign a statement to confirm their intentions for their child i.e. whether they will continue to Home Educate them or access mainstream education.</p> <p>We reserve the right to withhold qualifications until all relevant documentation has been completed.</p> |
| <p>Progression</p> | <p>We expect students to progress into education, employment , apprenticeships</p> |