

Study Programme Overview

All learners will join the course to gain some better or relevant qualifications that will enable them to progress onto mainstream vocational courses, training Apprenticeships, higher education or employment.

This course comprises of three strands:

- Work experience
- Functional skills
- Personal and social development

What You'll Learn

The structure of this course is as follows:

- Level 1 Certificate in Employability Skills
- An extended work experience placement
- English
- Maths
- Tutorial
- Enrichment

Learners also take part in work experience from a 30 hour work placement.

Units covered include:

- Developing interpersonal skills and relationships
- Customer service
- Communication in a business environment
- Career planning
- Planning for Progression
- Developing effective skills, qualities and attitudes for learning and work
- Communication in the workplace

You will also study maths, English, employability and have a weekly tutorial.

Entry Requirements

There are no formal entry requirements but we will ask you to complete a maths and English assessment before joining the course so that we can assess your learning level in these subjects. You will also need to be between the ages of 16 to 18 years old.

How will I be Assessed?

Assessment is on-going throughout the course and learners will receive prompt detailed feedback from tutors on work completed. Learners will work towards end of year exams in maths and English within the Open Awards certificate and complete a portfolio which will help to enhance organisational skills and prepare learners for Higher Education or employment.

Supporting Your Learning and Wellbeing

We have a range of dedicated support and wellbeing services including **FREE** travel; **FREE** breakfast; dedicated Learning Development Mentors (LDMs); impartial advice and guidance; dedicated one-to-one support for learners with additional needs; and support with the cost of College, plus much more.

Future Opportunities

On completion of this course learners can progress to a mainstream course within the College, an Apprenticeship or paid employment.

Enrichment

Sitting a job interview, writing a personal statement, applying for university - taking part in our enrichment programme will give you a CV to wow in all of these situations! You'll benefit from:

- Inspiring trips and experiences
- Meetings with industry experts
- Visits to leading companies in your sector.

As well as giving you essential professional and technical skills, you'll demonstrate that you're a successful and well-rounded person, helping you to make a lasting impression.

We want you to have fun, so we also have plenty of leisure and sporting activities for you to enjoy, improving your health and wellbeing.



Why Choose Us?

We're an elite College, and part of the University of Bolton Group, offering you a gateway to all of Greater Manchester's vast range of fantastic opportunities for specialist careers, university degree courses and higher Apprenticeships.

We'll reward your achievements with trips to The Anderton Outdoor Activity Centre and the opportunity to apply for the prestigious Duke of Edinburgh Award.

Our £75 million campus offers a refurbished fitness suite and sports hall; Apple Mac suites; libraries, a theatre and dance studios; hair and beauty salon; and a restaurant, café and canteen.

You'll also enjoy a wide range of events, including showcases, enterprise activities and cultural celebrations.

Open Events

Open Events are the best way to discover what life as a Bolton College student is like, giving you an insight into College life.

Open Events at our Deane Road Campus are as follows:

- **Thursday 20th October 2022, 5pm-8pm**
- **Tuesday 15th November 2022, 5pm-8pm**
- **Wednesday 7th December 2022, 5pm-8pm**
- **Wednesday 8th February 2023, 5pm-8pm**

If you'd like to attend one of these events, register by visiting www.boltoncollege.ac.uk/register-open-events

How to Apply?

Find this course on our website www.boltoncollege.ac.uk then click the 'Apply' button.

You'll be asked to set up a Learner Hub account so that you can track your application and enrol online. You'll also be asked to book your interview for your course at the same time.

If you have any difficulties setting up your Learner Hub account, please email learner.hub@boltoncc.ac.uk

Further Information

Potential students and their parents/ carers are welcome to come and sit in a session to see what we do.



Disclaimer: Every care has been taken to ensure that the information contained within these course information sheets was accurate at the time of publishing. Bolton College is constantly evaluating its services to meet the needs of learners; therefore programmes/courses/Apprenticeships, resources and facilities may be subject to change without prior notice.