

### Study Programme Overview

You will work towards a Level 1 Certificate in Employability Skills, as well as maths and English at the appropriate level.

A large part of the course will be based in the workplace, delivered by an employer-based tutor to support you to develop job-specific skills and collate evidence towards your qualification.

Enrichment will be included in the programme as well as a weekly tutorial with your learning and development mentor.

### What You'll Learn

You will develop and improve your knowledge and understanding of Employability Skills including communication skills, working as part of a team and career planning by completing activities evidenced via observation of your performance, questioning, practical activities, photographs and project work.

You will also need to complete a portfolio to evidence your knowledge and skills. You will develop practical skills in the workplace through an extended work experience placement.

### 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 need to be aged 16 to 18 years old or 19-25 with an EHCP.

### Qualification

An Entry Level 2 Award in Employability Skills from City and Guilds. Maths and English qualifications as appropriate.

### How will I be Assessed?

You will agree an individual learning plan (ILP) with your tutor identifying what you want and need to gain from the course.

You will build up a portfolio of evidence which shows the range of skills and knowledge you have developed. Throughout the course, you will receive supportive feedback and track your progress through your Individual Learning Plan.

Assessment is on-going throughout the course and you will receive prompt detailed feedback from tutors on work completed. You will also work towards end-of-year exams in English and maths.

### 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 or a pathway course within Foundation Studies.

### 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](http://www.boltoncollege.ac.uk/register-open-events)

## How to Apply?

Find this course on our website

[www.boltoncollege.ac.uk](http://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](mailto: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.