



**Bradford** College  
...Further and Higher Education

## PROGRESSION TO LEARNING & WORK

**WELCOME**



## FOUNDATION LEARNING

**2023-24**

## PROGRAMME OF STUDY

**Handbook for**

**Entry 2 & 3 Skills for Employment**

**Pre-internship programme**

**Entry 3 Vocational Study Programme**

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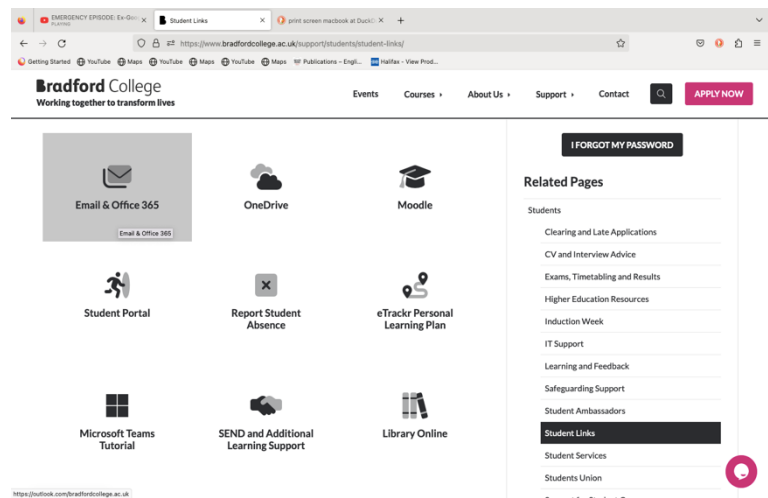
## USING THIS HANDBOOK AND OTHER INFORMATION SOURCES

This handbook is about your **study programme in Progression to Learning & Work**. For general College information, please use the Bradford College website.

We hope you find this handbook useful. There is a massive amount of information to help you in your studies. Keep it safe and refer back to it when you need to.

- Get to know the student intranet. This is your portal to your College email, Teams, OneDrive and many more essential resources.

<https://www.bradfordcollege.ac.uk/support/students/student-links/>



- Use Teams to communicate with your tutor and classmates. You can also access online lessons and course materials here.



- Take notice! Throughout the College buildings there are noticeboards – these display health and safety information, timetables, codes of conduct and events etc. Please take the time to read these so that you can participate in college life as fully as possible.



- Know your timetable. Your main lessons will take place in the David Hockney Building on floor 2. Take a photo of your timetable and familiarise yourself with the venues for your classes, so that you can be in the right place at the right time.

For queries please contact Catherine Holden on 01274 433260

FLW 83/L1 DRAMA	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08.30 - 10.00	GCSE English Jean Watson DHB 3F - 22		Voc Karen Reynolds Lister Building B41 (0830-1100)	GCSE Maths Dale McBride DHB 2F - 09	
10.05 - 11.35	GCSE English Jean Watson DHB 3F - 22		Voc Karen Reynolds Lister Building B41 (0830-1100)	GCSE Maths Dale McBride DHB 2F - 09	
11.40 - 13.10					
12.45 - 14.15	PSD Karen Reynolds DHB 2F - 04		PSD Karen Reynolds DHB 2F - 04		
14.20 - 15.50	PSD Karen Reynolds DHB 2F - 04		Tutorial Karen Reynolds DHB 2F - 04		

- If you need help in understanding any of the information provided in this pack or other college information, please ask your course tutor for clarification.



Where can you  
access your  
college email?





Dear Student

Welcome to the Department of Progression to Learning & Work and in particular the Foundation Learning area. I hope this will be an exciting and productive year for you and that you take the opportunity to maximise your educational opportunity and college life as a Bradford College student. You will find your tutors very helpful and supportive so do not be afraid to ask if you are not sure about anything. We want you to really enjoy your course and get the best grades possible. Your success will be our success here at Bradford College.

The teaching team and I are very proud of our reputation for good quality teaching and excellent student support. I know from our current students that many of them have had a very positive experience at the college and speak highly about us. We are the proud winners of the 2023 Educate North Outstanding Student Experience Award. I hope that you too will have a fantastic experience in our programme area and develop your knowledge and skills to achieve your full potential.

During your induction we will provide you with your timetable and ensure that you get to know your way around the college and where your classes will be held. You will also be given specific information by your tutors relating to your Programme of Study.

Your tutor will spend some time talking to you about this handbook to ensure that you fully understand the requirements of your Programme of Study. A list of key staff appears in this handbook. Please contact any one of them if you have difficulties. Remember we don't know you have a problem unless you tell us, so do not be shy in letting your tutor know. We monitor attendance closely so let your tutor know if you are going to be absent for any reason. Most students who fail courses at the College fail because of poor attendance.

Can I wish you every success with your course; we will do our best to ensure that you enjoy your time with us and gain a valued qualification.

Yours sincerely

A handwritten signature in black ink that reads 'Catherine Holden'.

**Catherine Holden**  
**Curriculum Area Manager**  
**Progression to Learning and Work**

## Welcome from your Tutors



### Welcome to your chosen Programme of Study in FE Progression to Learning & Work.

This handbook will provide you with important information about your course. It will help you to understand what you can expect from the course and what you should do to succeed.

If there are any questions that are not answered by the handbook then please ask us, or any of your subject tutors. Similarly, if you need any help or advice, whether it is related to your course or a personal issue, please do not hesitate to contact us. The sooner you keep us informed, the sooner we can help you.

All teaching staff have designated course tutorships but also teach across other Programmes of Study within the Programme Area. Staff are located in 2F-12 – this is on the second floor of the David Hockney Building.

We all look forward to working with you on YOUR course and we hope that you will achieve the very best for yourself as well as enjoying your time as a student at Bradford College.

Yours sincerely  
Progression to Learning & Work teaching team.



## Key Department Staff

### Teaching Staff

STAFF NAME	EMAIL	Role
Suleman Ameen	<a href="mailto:S.Ameen3@bradfordcollege.ac.uk">S.Ameen3@bradfordcollege.ac.uk</a>	Sports, Public service Employability tutor
Shazia Amin	<a href="mailto:S.Amin@bradfordcollege.ac.uk">S.Amin@bradfordcollege.ac.uk</a>	Hair & Beauty tutor
Shibiyah Asif	<a href="mailto:S.Asif3@bradfordcollege.ac.uk">S.Asif3@bradfordcollege.ac.uk</a>	Employability tutor
Farhat Bashforth	<a href="mailto:F.Bashforth@bradfordcollege.ac.uk">F.Bashforth@bradfordcollege.ac.uk</a>	Child and Health and Social Care tutor
Saika Bi	<a href="mailto:S.Bi@bradfordcollege.ac.uk">S.Bi@bradfordcollege.ac.uk</a>	Employability tutor
Joanne Busby	<a href="mailto:J.Busby3@bradfordcollege.ac.uk">J.Busby3@bradfordcollege.ac.uk</a>	SFI, Horticulture & Employability Tutor
Katrina Carter	<a href="mailto:K.Carter@bradfordcollege.ac.uk">K.Carter@bradfordcollege.ac.uk</a>	Hair & Beauty tutor
Helen Copley	<a href="mailto:H.Copley@bradfordcollege.ac.uk">H.Copley@bradfordcollege.ac.uk</a>	SFI, Skills & Communication tutor
Haley Crossley	<a href="mailto:h.crossley@bradfordcollege.ac.uk">h.crossley@bradfordcollege.ac.uk</a>	Skills & pre-internship tutor & EHCP lead
Emma Dodsworth	<a href="mailto:E.Dodsworth@bradfordcollege.ac.uk">E.Dodsworth@bradfordcollege.ac.uk</a>	Child and Health and Social Care tutor
Liz Hardaker	<a href="mailto:e.hardaker@bradfordcollege.ac.uk">e.hardaker@bradfordcollege.ac.uk</a>	Hospitality tutor
Jade Kelly	<a href="mailto:J.Kelly@bradfordcollege.ac.uk">J.Kelly@bradfordcollege.ac.uk</a>	SFI & Employability tutor
Tayeeba Malik	<a href="mailto:t.malik@bradfordcollege.ac.uk">t.malik@bradfordcollege.ac.uk</a>	
Saiqa Munir	<a href="mailto:S.Munir2@bradfordcollege.ac.uk">S.Munir2@bradfordcollege.ac.uk</a>	SFI & Maths Tutor
Karen Reynolds	<a href="mailto:k.reynolds@bradfordcollege.ac.uk">k.reynolds@bradfordcollege.ac.uk</a>	Performing Arts & English tutor
Helen Rook	<a href="mailto:h.rook@bradfordcollege.ac.uk">h.rook@bradfordcollege.ac.uk</a>	Art & Horticulture tutor
Linda Marshall Scurrah	<a href="mailto:l.marshall-scurrah@bradfordcollege.ac.uk">l.marshall-scurrah@bradfordcollege.ac.uk</a>	Skills tutor
Kirsty Stokes	<a href="mailto:K.Stokes@Bradfordcollege.ac.uk">K.Stokes@Bradfordcollege.ac.uk</a>	Employability, Brick & Health & Social Care tutor



## Key Departmental Staff

Departmental Support Staff		
Name	Email	Role
Gareth Bowman	G.Bowman@bradfordcollege.ac.uk	Intervention and pastoral support
Joanne Rushton	J.Rushton@bradfordcollege.ac.uk	MIS and admin support

Management Team		
Name	Email	Role
Matt Robinson	<a href="mailto:m.robinson@bradfordcollege.ac.uk">m.robinson@bradfordcollege.ac.uk</a>	Head of Department
Catherine Holden	<a href="mailto:c.holden@bradfordcollege.ac.uk">c.holden@bradfordcollege.ac.uk</a>	Curriculum Area Manager – SEND & Foundation Learning
Saghir Iqbal	<a href="mailto:s.iqbal2@bradfordcollege.ac.uk">s.iqbal2@bradfordcollege.ac.uk</a>	Curriculum Area Manager – Level 1 and Alternative Provision
Kieran O’Connell	<a href="mailto:K.OConnell@bradfordcollege.ac.uk">K.OConnell@bradfordcollege.ac.uk</a>	Entry level Team Leader
Robert Pennington	<a href="mailto:R.Pennington3@bradfordcollege.ac.uk">R.Pennington3@bradfordcollege.ac.uk</a>	Level 1 Team Leader



## Course Calendar 2023-24

<b>Term 1</b>	<b>Start Date:</b>	<b>End Date:</b>
Teaching Starts	Monday 11 <sup>th</sup> September	Friday 16 <sup>th</sup> December
<b>Reading Week/ Half Term students not to attend unless invited to a review meeting</b>		
Review week - Monday 16 <sup>th</sup> Oct until Friday 20 <sup>th</sup> October		
Holidays - Monday 23 <sup>rd</sup> October to Friday 27 <sup>th</sup> October		
GCSE exam week (classes may be disrupted) 7 <sup>th</sup> Nov-13 <sup>th</sup> November		
Christmas holidays Monday 18 <sup>th</sup> December to Monday 1 <sup>st</sup> January		
<b>Term 2</b>	<b>Tuesday 2<sup>nd</sup> January</b>	<b>Friday 22<sup>nd</sup> March</b>
<b>Reading Week/ Half Term students not to attend unless invited to a review meeting</b>		
Review week – 5 <sup>th</sup> to 9 <sup>th</sup> February		
February half- term - Monday 12 <sup>th</sup> February to Friday 16 <sup>th</sup> February		
<b>Term 3</b>	<b>Monday 8<sup>th</sup> April</b>	<b>Friday 28<sup>th</sup> June</b>
<b>Easter</b> - Monday 3 <sup>rd</sup> April – 10 <sup>th</sup> April		
<b>Reading Week/ Half Term students not to attend unless invited to a review meeting</b>		
Review week - Monday 20 <sup>th</sup> until Friday 24 <sup>th</sup> May		
Hols - Monday 27 <sup>th</sup> May to Friday 31 <sup>st</sup> May		
Staff Training and Development Week 1 <sup>st</sup> -5 <sup>th</sup> July		
Staff Development Days Wednesday 18 <sup>th</sup> October		
Staff Development days Wednesday 20 <sup>th</sup> March		

## PREPARE TO SUCCEED



### ATTENDANCE EXPECTATION

**You should attend ALL class ALL the time on ON time. Please DO NOT book holidays within term time – please see calendar.**

### **We expect that you will**



- Attend all your classes
- Be on time



If you are absent or going to be late for classes for any reason, you must contact your tutor or our intervention officer, Gareth Bowman, as soon as possible.

You can do this in the following ways:

Please state your name and course tutor when contacting College.

**Text: 07471211897**

**Call: 07471211897**

**Email: [g.bowman@bradfordcollege.ac.uk](mailto:g.bowman@bradfordcollege.ac.uk)**



If you are absent for more than **one week**, a sick note signed by a Doctor must be supplied. If you are absent for three weeks without adequate reason, your registration on the course may be cancelled

## EQUIPMENT REQUIRED

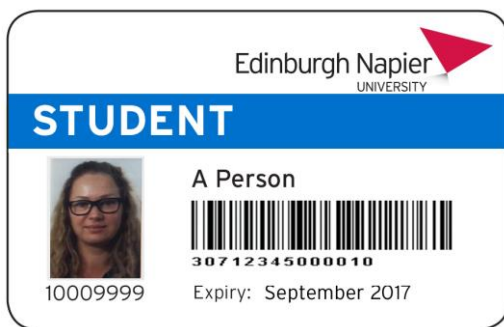
Be prepared for learning.



You will need all the usual equipment required for a college course:

### + College ID card – must be worn at ALL TIMES

- + Your TIMETABLE (or photo of it)
- + A bag
- + Pens, pencils,
- + A positive attitude 😊



## PROGRAMME OF STUDY

Your Programme of Study contains a number of **key** and **compulsory** elements:



- (A) **Employability, Personal & Social Development**
- (B) **Maths and English (GCSE or Functional Skills)**
- (C) **Tutorial (group and individual)**
- (D) **Enrichment & Social Action Projects**
- (E) **Experience of Work Experience**
- (F) **Homework and Assessment**



## How will I learn?

Learning will happen in many different ways..



The following learning experiences may be used on the course:-

- + Class discussions
- + Worksheets
- + Student Presentations
- + Quizzes and games
- + Practical activities
- + Arts and crafts
- + Group work
- + Visits to places of work
- + Tutorials
- + Visiting speakers
- + Enrichment and sports
- + Getting involved in College projects
- + Community social action projects and fundraising
- + Outdoor learning

**The more you put into college. The more you will get out.**



## TUTORIALS



Tutorials will be held weekly and they will be either:

**1-2-1** - to review your progress, set targets and catch up on any welfare issues.

**Group tutorials** – sometimes you will stay together as a group and learn about staying safe online, equality and diversity and healthy relationships.

**Progress Review** – this will happen 3 times a year in your 1-2-1 tutorial. Your tutor will track your progress and set targets using your individual learning plan (ILP)





## ENRICHMENT

College have lots of opportunities for enrichment including:

Sports  
Boxing Academy



Arts and crafts



Baking



Visits and trips



We will take part in these activities as a class and you can also sign up to Wednesday afternoon activities for something extra.

## EXPERIENCE OF WORK

We hope that you will have the opportunity to take part in experience of work whilst on the course.



### **This may include:**

- Visits to places of work
- Visiting speakers
- Group community projects
- Volunteering for a charity
- Fundraising
- Internal work experience in the College
- Individual placements with an employer or community group

What would your  
dream work  
experience be?



## ASSESSMENT

You will work towards a City & Guilds Employability Award or Certificate. Your assessment for City & Guilds is by portfolio which you will work on in class, there are no exams ?



## MATHS & ENGLISH ASSESSMENT

**Functional skills** exams usually happen in the classroom and if you don't pass first time, you can try again.

**GCSE's** are in November, May and June.

You will have plenty of opportunities to practice by completing mock tests and your tutors will give you revision tips to help get you through.

Remember the easiest way to pass is to keep going to class and practicing the skills you need.

## FEEDBACK

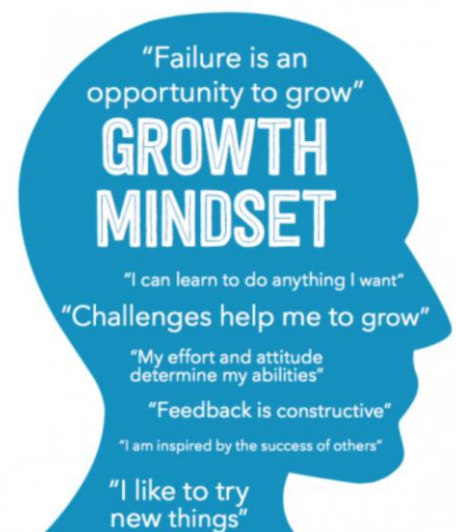
You will be given feedback in lots of different ways:

- Verbally in class
- In tutorials
- In your Individual Learning Plan
- Written in your file
- Formal feedback on your assessed work

In your formal feedback tutors will always comment on:

1. What went well
2. Even better if
3. Spelling and Grammar (SPAG)

**Learn from your feedback and see it as a chance to grow and improve**



## STUDENT VOICE

We value your opinion and we are always ready to listen to any comments and recommendations that you make. You can give us your views in several ways:

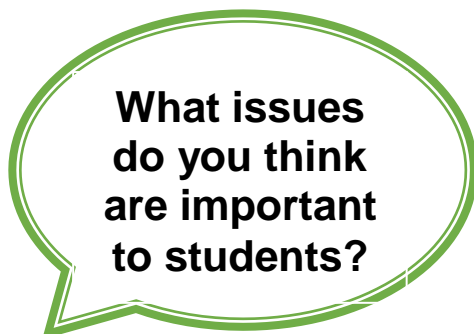


- In tutorials
- By speaking to your course tutor or unit tutor
- At the Course Committee meetings.
- Questionnaires and focus groups

### **Class Reps**

- During induction your tutor will organise a vote to decide who will be the class representative for your group. The class rep will attend the course committees and share your views.

**This could be YOU!**



## EXPECTATIONS

You are entitled to expect that  
the course tutor will:

**WHAT  
DO  
YOU  
EXPECT**



- Be on time
- Plan your lessons carefully so that you can learn and enjoy
- Listen to you
- Help you
- Give you feedback.
- Give you an UpToDate timetable
- Keep you informed.
- Support you to progress

## Issues and Appeals

*If you feel that you are not getting  
the right help or have any worries  
about the course:*



Talk to your tutor or-

Talk to a learning assistant

Tell a class representative

Talk to the team leader

## What we expect from YOU

The College and your tutors expect that you will:



- Commit to 100% attendance – all classes all of the time
- Be on time
- Have positive behaviours
- Know the college rules and policies
- Take a full part in class activities
- Complete all work on time and to the best of your abilities
- Complete home learning tasks
- **RESPECT** College staff, your class mates and yourself
- Abide by the College's **UNITED** values





## DISCIPLINARIES

*Please refer to the student intranet for the full College policy.*

Poor attendance, attitudes and behaviours may all land you in trouble and on the College disciplinary and in some cases, this may lead to suspension or exclusion.



At all stages in the disciplinary process, you will be referred to our intervention officers for support and we will inform your parents or carers.

**Respect yourself and take your learning seriously. We want you to succeed.**

**Think of this as the  
College Student motto:  
Ready, Respectful and  
Safe.**





## WHAT KIND OF SUPPORT WILL I GET?

There is lots of support available for you at Bradford College. Please let us know if you require help with anything and we can direct you to the right person.



- In class support from tutor and learning assistants.
- Support from your tutor in your Tutorials



- Learning support to help with your learning difficulties and disabilities.



- Wellbeing and mental health support
- Safeguarding support to keep you safe in college and at home.



- **Security support** to keep staff, students and the building safe. They are all also first aiders and may help

you if you become ill. Say hi to them, they don't bite 😊.



- **Financial support from the bursary** (free school meals and a bus pass)



- **Student services:** this is the hub for many support services including careers, finance, enrichment and the student union. Find them on the ground floor and see what they have to offer.



- **Peer support.** Your class mates can help and encourage you to succeed.

## **STUDENT BURSARIES**

**The Standard Bursary from Bradford College's Learner Support Fund is for 16 to 18-year-old Further Education students.**

**The Hardship Fund for Further Education students aged 19 and over.**

Both bursaries are to help you with the cost of studying and they are a grant, so you **won't** need to pay anything back.

You may get help with things like:

- travel costs to and from College
- meals in College (16-18 bursary only)
- help towards course-related costs such as equipment, books, exams re-sits and some course trips.

Some of the bursary may be paid in the form of a bus pass, vouchers or equipment instead of cash.

You must:

- be enrolled on a full-time funded course
- show evidence of household income/benefits
- meet the residence requirement
- attend your classes

### ***How to apply***

Apply as soon as you've enrolled on your course. If you wait you may lose out on money.

### **Online**

**THIS IS THE MAIN WAY WE WILL BE TAKING APPLICATIONS.** You can log into the **Bursary Portal** using your Bradford College Microsoft User ID and password, complete the short application form and upload the supporting documents you are asked to provide. As soon as your application has been assessed you will be able to see your bursary award letter and details of your award on the PayMyStudent Portal.

### **In-Person**

In exceptional circumstances, if you cannot complete your bursary application on-line your application can be completed in person.

A member of staff will go through the bursary application process with you.

Visit:

FE Student Funding,  
Student Services,  
Ground Floor,  
David Hockney Building

## CAREER PROSPECTS AND

## PROGRESSION

*At the end of your course you could progress on to:*



- Supported Internship with BRI, Anchor Housing or Bradford College
- Another vocational Entry 3 study programme
- A Level 1 study programme.
- Mind the Gap Theatre
- Purple Patch Arts
- The Princes Trust.
- In2Employment
- Employment or volunteering in the community

The College careers advisors and your tutors will be on hand from February to help you apply and take the next steps in your journey through Bradford College and beyond.

***ALL TUTORS IN PROGRESSION TO LEARNING & WORK WISH YOU WELL AND EVERY SUCCESS ON YOUR CHOSEN PROGRAMME OF STUDY AND LOOK FORWARD TO WORKING WITH YOU. PLEASE REMEMBER, THAT WE ARE ALL HERE TO HELP AND SUPPORT YOU, SO PLEASE ENSURE TO KEEP US INFORMED OF YOUR SUPPORT NEEDS.***

***GOOD LUCK!!***