



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

## **PROGRESSION TO LEARNING & WORK**



**Handbook for**

**Skills for Independence**

**Entry 1 Pathway to Personal Progress**

**Entry 2 Pathway to Supported Employment**

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## USING THIS HANDBOOK AND OTHER INFORMATION SOURCES

This handbook is about your **study programme on Skills for Independence**. 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.



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.





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. 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 outcomes 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.

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

**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.



**Department Staff:**

STAFF NAME	EMAIL	Role
Haley Crossley	<a href="mailto:h.crossley@bradfordcollege.ac.uk">h.crossley@bradfordcollege.ac.uk</a>	Tutor & EHCP coordinator
Helen Copley	<a href="mailto:H.Copley@bradfordcollege.ac.uk">H.Copley@bradfordcollege.ac.uk</a>	Tutor
Karen Reynolds	<a href="mailto:k.reynolds@bradfordcollege.ac.uk">k.reynolds@bradfordcollege.ac.uk</a>	Tutor
Jade Kelly	<a href="mailto:J.Kelly@bradfordcollege.ac.uk">J.Kelly@bradfordcollege.ac.uk</a>	Tutor
Joanne Busby	<a href="mailto:J.Busby3@bradfordcollege.ac.uk">J.Busby3@bradfordcollege.ac.uk</a>	Tutor
Saiqa Munir	<a href="mailto:S.Munir2@bradfordcollege.ac.uk">S.Munir2@bradfordcollege.ac.uk</a>	Tutor
<b>Management team</b>		
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 <b>GCSE exam week (classes may be disrupted)</b> 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)**



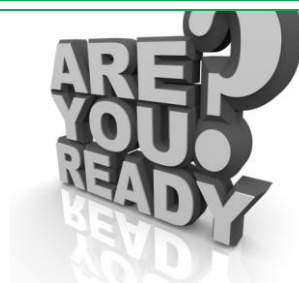
If you are absent for more than **one week**, a sick note signed by a Doctor must be supplied. If you are absent for three weeks without adequate reason, your registration on the course may be cancelled



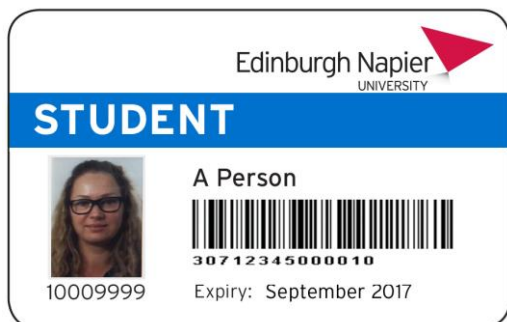
## EQUIPMENT REQUIRED

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)

For queries please contact Catherine Holden on 01274 433260

PLW ES311 DRAMA	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09.30 - 10.00	GCSE English Jean Watson DHB 3F - 22		Voc Karen Reynolds Lester 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 Lester 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		

### + A pen



### + Lunch money or a packed lunch



### + A positive attitude ☺



## Entry 1 Pathway to Personal Progress (1-2 years)

You will be working on developing your personal and

social skills to help you meet your EHCP and Preparing for Adulthood Targets.



We hope that after this course you will be more independent and move onto community activities and adult social care provision.

If you are progressing well in your maths and English, you may be able to move up to our Entry 2 Supported Employment Pathway.



## Entry 2 Pathway to Supported Employment (1-2 years)

You will be working on developing  
your personal development

and your employability skills to  
help you meet your EHCP and

Preparing for Adulthood Targets.



Employment



Independent  
living



Better health



Friends,  
relationships  
and community

On this pathway you will work towards a Gateway  
Qualification in Personal & Social skills and Enterprise.

We hope that after this Course you will be more independent  
and have gained some experience of work. You may progress  
into the community to undertake volunteering and other  
community activities.

If you are progressing well in your maths and English you  
may be able to move up onto the Entry 3 Skills for  
Employment Course.

## 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
- + Cooking and baking
- + Group work
- + Visits to places of work
- + Tutorials
- + Visiting speakers
- + Community visits
- + Enrichment and sports
- + Getting involved in College projects
- + Community projects and fundraising
- + Outdoor learning



We have an **independent living flat** and all students will have a session there to develop skills for the home such as shopping, cooking, cleaning, washing clothes, fridge hygiene and budgeting for bills.

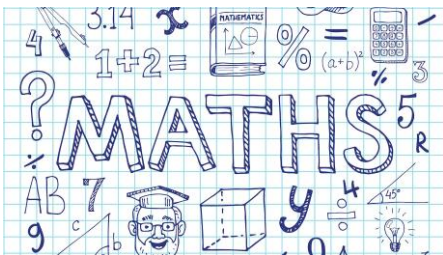


Students on the **Supported Employment Pathway** will gain work experience and cooking skills running our PLW café on floor 2

## MATHS AND ENGLISH



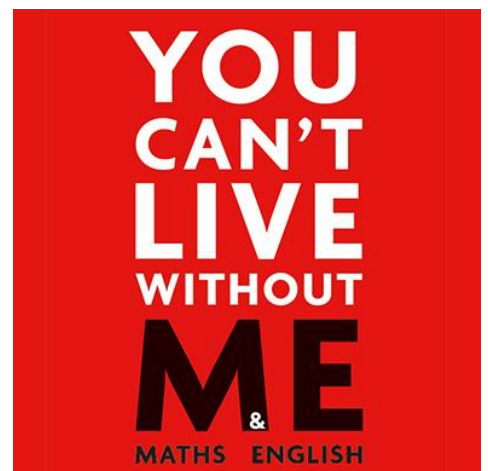
You will be supported in English to develop your communication skills, reading, writing, spelling and grammar.



In maths you will practice recognising numbers, counting and basic maths to help you be more independent and able to use money.

## WHY IS ENGLISH and MATHS IMPORTANT?

English and maths are essential life skills and you will need them to get to the next level in college and at work.



**Don't be held back by English and maths. Attend your lessons, try your best and succeed.**

## TUTORIALS



Tutorials will be held weekly and they will be either:

**1-2-1** - to review your progress towards your EHCP and PFA outcomes , 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 per year in your 1-2-1 tutorial. Your tutor will track your progress and set targets using your individual learning plan (ILP) on our progress App **Evidence for Learning**.





## ENRICHMENT

Every Thursday you will take part in our enrichment carousel and will try out the following activities;

Creative arts



Performing Arts



Forest Schools and horticulture



Sports



Cooking & baking.



You will also have the opportunity to take part in visits and trips throughout the year.



## **EXPERIENCE OF WORK**

We hope that you will have the opportunity to learn about the world 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
- Running out PLW café on floor 2

What would your  
dream work  
experience be?



## ASSESSMENT

You will be assessed during your tutorials to see how you are progressing towards your EHCP and PFA targets



Your assessment for the Gateway qualification is by a pictorial and written portfolio which you will work on in class, there are no exams 😊

## MATHS & ENGLISH ASSESSMENT

If you are working towards a maths and English qualification, Functional skills exams usually happen in the class room. If you don't pass first time, you can try again.

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
- Formal feedback on your assessed work.



**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:

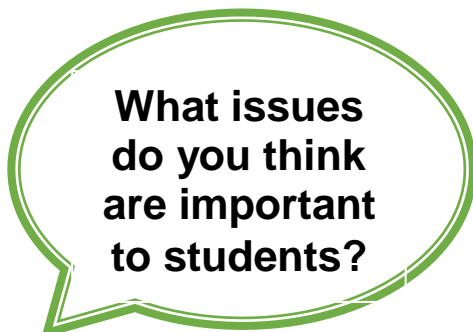


- **In tutorials**
- **By speaking to your course tutor or unit tutor**
- **At the Course Committee meetings.**
- **Questionnaires and focus groups**

### **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:**

- 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

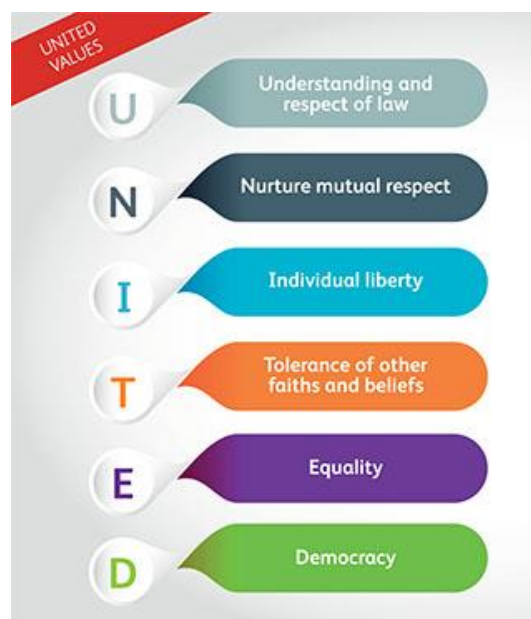
Tell a class representative

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
- **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 with a gross household income of less than £30,000.**

**The Hardship Fund for Further Education students aged 19 and over with a gross household income of less than £30,000 is part of the Learner Support Fund.**

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:*



- Additional courses in college
- Adult and Community courses
- Adult social care
- Supported Internship with BRI, Anchor Housing or Bradford College
- Mind the Gap Theatre
- Purple Patch Arts
- In2Employment
- Supported Volunteering
- The Princes Trust.
- Employment or volunteering in the community

The College careers advisors and your tutors alongside the ALS team 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!!***