



Prospectus

2010

**Arena Leisure Centre
Circular Road East
Colchester
Essex
CO2 7SZ**

**01206 366199
info@cattencollege.co.uk
www.cattencollege.co.uk**

You are the driving force behind the College and we will ensure that we guide and help you to achieve, no matter who you are, where you come from, your personal circumstances or beliefs.

A Short History of Catten College...

In July 1983, Anne Catten formed 'Catten Catering & Community Care', offering, strangely enough, training in Catering and Care to 48 young people on the Youth Training Scheme. The business was based in Harwich.

In 1984, programmes offered expanded to take in Health & Beauty (which later changed to Beauty Therapy) and Recreation & Leisure (which later changed to Leisure & Tourism). These were offered initially at Colchester Institute, but in 1986 Anne opened her own training centre in Harwich, and moved out of Colchester Institute.

In 1988 the Catering programme was dropped due to lack of demand, but in 1990 Anne added Hairdressing to the courses offered as well as opening learning centres in Dovercourt and Colchester – Colchester especially, as this still allowed easy access to learners from the coastal areas and also opened up the market to Braintree, Witham, Chelmsford, Maldon, etc.

In 1998, the company was renamed 'Catten College' and achieved the 'Investors in People' award (which continues to be held). It was also felt that the Care qualification would be more viable for employment opportunities if the award offered was changed to Direct Care, which offered in-house assessment – and thus it was.

1999 saw Catten College contracted by Colchester United F.C. to provide learning on behalf of the Professional Football Association Youth Programme for the GNVQ in Leisure & Tourism (later changing over to the BTEC in Sport & Leisure) to the Colchester United Youth Team. Catten College is currently second in the outcomes results table for delivery of academic subjects to the Football Association Youth Programme throughout the UK.

2001 saw the company being centralised in Colchester and reinspection for Investors in People, and inspection by the Adult Learning Inspectorate taking place. We also started the Coastal Education and Training Partnership, a pilot scheme, with four schools in the Tendring area, offering vocational training to students from Years 10 & 11.

New contracts were achieved in 2002 – Profit from Learning, which was a pilot programme, funded for three years by the Learning and Skills Council and so successful was it, that it was extended, to finally be relaunched as the Train to Gain programme that so many of us know and love. Still 'n' all, what really mattered was that, with Profit from Learning and the European Social Fund (a successful bid for funding on our part), we could now move properly into adult training and take on anyone up to retirement age and beyond (which we did).

In August of 2004, Catten College helped set up and became part of the Braintree, Colchester & Tendring (BCT) Consortium for Work Based Learning (dealing with Apprenticeships and Advanced Apprenticeships). 2004 also saw the expansion of our training salon for hairdressers and the taking on of new classrooms, effectively enabling this programme to double in size.

2005/2006 saw us become part of the Upskill Partnership, having achieved a further successful European Social Fund bid for delivery of CLAiT and Retail Operations amongst others.

So, to 2009, where we now work with 16 schools across Colchester, Tendring and Maldon, delivering Beauty Therapy, Hairdressing, Retail and Sport to Years 10 and 11, as well as our programmes for Apprentices and adults where we deliver training in Business Administration, CLAiT, Hairdressing, Health & Social Care, Leadership and Management for Care Services, and their various supporting awards, such as Key Skills and Technical Certificates to over 550 learners via almost 50 staff. 2009 also saw the addition of two new Apprenticeships, Active Leisure & Learning (*Sport*), and Children's Care, Learning & Development.

As well as the programmes above, we are partnered with Harwich Sixth Form College and have opened the H&C Hair & Beauty Academy offering vocational training to Sixth Formers at their Harwich site.

Anne was also a founder member of the Training & Enterprise Council (precursor to today's Learning & Skills Council), as well as a board member for nine years.

And now, on to a few of Anne's strong team:

Her daughter, Bianca, who joined her as a Director in 1996; Clive Davies, our Operations Director, who started way back in 1992 as a part-time sport tutor and was eventually coaxed aboard full-time, shadowing Michelle, the then Principal for the six months before she moved on to pastures new; Amanda Drew, the Quality Manager, who has been with us for 17 years; Bev Gardner, the Hairdressing Manager, with us for 13 years; Karen, our Care Manager, with us for 7 years; Mick in the office, who has been with us for 11 years.

Course Overview and Index

Advice & Guidance:

NVQ Levels 2 & 3 in Advice & Guidance Support,

NVQ Levels 2 & 3 in Advice & Guidance Support are also available as privately funded courses at costs of £895 for the Level 2 and £1,200 for the Level 3.

Business, Administration & Retail:

- **Apprenticeship, Advanced Apprenticeship & Programme Led Apprenticeship** in Business & Administration – for 16 to 24 year olds – FULLY FUNDED COURSE. (Pages 10 & 11)
- **NVQ Levels 2 & 3 in Business & Administration, BTEC Introductory Certificate & Diploma in Business, Administration & Retail** – for school years 10 and 11 – THE SCHOOL FUNDS THIS AWARD (Page 22)

NVQ Levels 2 & 3 in Business & Administration are also available as privately funded courses at a cost of £1,095 per NVQ.

Children's Care, Learning & Development:

- **Apprenticeship, Advanced Apprenticeship & Programme Led Apprenticeship in Children's Care, Learning & Development** – for 16 to 24 year olds – FULLY FUNDED COURSE (Pages 12 & 13)
- **NVQ Levels 2 & 3 in Children's Care, Learning & Development**, please enquire for adult funding available.
- **BTEC Introductory Certificate & Diploma in Health & Social Care** – for school years 10 and 11 – this course covers child care as well as general health & social care – THE SCHOOL FUNDS THIS AWARD (Page 23)

Hairdressing & Beauty Therapy:

- **Apprenticeship, Advanced Apprenticeship & Programme Led Apprenticeship in Hairdressing** – for 16 to 24 year olds – FULLY FUNDED COURSE (Pages 14 & 15)
- **NVQ Level 1 in Hairdressing** – for school years 10 and 11 – THE SCHOOL FUNDS THIS AWARD (Page 25)
- **NVQ Levels 2 & 3 in Hairdressing**, please enquire for adult funding available.
- **Level 2 Diploma in Hairdressing** – for school years 10 and 11 – THE SCHOOL FUNDS THIS AWARD (Page 28)
- **Level 2 Diploma in Beauty Therapy** – for school years 10 and 11 – THE SCHOOL FUNDS THIS AWARD (Page 27)
- **Level 1 Diploma in Salon Services** – for school years 10 and 11 – THE SCHOOL FUNDS THIS AWARD (Page 26)

NVQ Levels 2 & 3 in Hairdressing are also available as privately funded courses at a cost of £1,500 per NVQ.

Health & Social Care:

- **Apprenticeship, Advanced Apprenticeship & Programme Led Apprenticeship in Health & Social Care** – for 16 to 24 year olds – FULLY FUNDED COURSE (Page 16 & 17)
- **NVQ Levels 2 & 3 in Health & Social Care**, please enquire for adult funding available.
- **NVQ Level 4 in Health & Social Care** – this is a PRIVATELY FUNDED course, costing £1,295 (Page 29)
- **NVQ Level 4 in Leadership and Management for Care Services** – this is a PRIVATELY FUNDED course, costing £1,395 (Page 29)
- **BTEC Introductory Certificate & Diploma in Health & Social Care** – for school years 10 and 11 – this course covers child care as well as general health & social care – THE SCHOOL FUNDS THIS AWARD (Page 23)

NVQ Levels 2 & 3 in Health & Social Care are also available as privately funded courses at a cost of £895 for the Level 2 and £1,095 for the Level 3.

Sport & Leisure:

- **Apprenticeship & Programme Led Apprenticeship in Active Leisure & Learning** – for 16 to 24 year olds – FULLY FUNDED COURSE (Pages 8 & 9)
- **BTEC Introductory Certificate & Diploma in Sport & Leisure** – for school years 10 and 11 – THE SCHOOL FUNDS THIS AWARD (Page 24)

Additional Information:

- *Apprenticeships and Advanced Apprenticeships are fully funded for 16 – 18 year olds, full funding can be considered for 19 – 24 year olds. Please enquire.*
- *Catten College offers adult funding when available, so please enquire.*
- *Programme Led Apprenticeships are available for those learners of 16 – 24 years and unable to locate an employed position at the beginning of their course. Work Experience would be sought for the learner for a minimum of two days per week with college being attended for a further two days per week for technical and functional skills coaching. (If you are an employer who feels that you could offer a young person the opportunity of unpaid work experience, please contact the college on 01206 366199.*
- *Any employer taking on two or more fully funded apprentices at 16 – 18 will be entitled to a free short course of their choice. Please see overleaf for details of our short courses.*

Short Course, Private Course and Other Services Overview

Care:

Mandatory Courses for Care Homes:

- **Appointed Person First Aid**, 6 hours, £32.00 per person, £315.00 per course
- **Basic Food Hygiene**, 2 hours, £19.00 per person, £190.00 per course
- **Fire Safety Awareness**, 2 hours, £19.00 per person, £190.00 per course
- **Health & Safety in the Workplace**, 2 hours, £19.00 per person, £190.00 per course
- **Manual Handling of People**, 4 hours, £25.00 per person, £265.00 per course
- **Protection of Vulnerable Adults (POVA)**, 4 hours, £25.00 per person, £265.00 per course

Child Care / Health & Social Care:

- **Abuse, Special Communication Needs**, 2 hours, £19.00 per person, £190.00 per course
- **Activities in the Care Home**, 4 hours, £25.00 per person, £265.00 per course
- **Autism**, 4 hours, £25.00 per person, £265.00 per course
- **Care Planning**, 4 hours, £25.00 per person, £265.00 per course
- **Cerebral Palsy**, 2 hours, £19.00 per person, £190.00 per course
- **Dementia/Alzheimer's**, 3 hours, £22.00 per person, £230.00 per course
- **Diabetes**, 2 hours, £19.00 per person, £190.00 per course
- **Down's Syndrome**, 2 hours, £19.00 per person, £190.00 per course
- **Epilepsy**, 4 hours, £25.00 per person, £265.00 per course
- **Health & Safety in the Care Home or Nursery**, 3 hours, £22.00 per person, £230.00 per course
- **Manual Handling of Equipment**, 2 hours, £19.00 per person, £190.00 per course
- **Medication Administration**, 3 hours, £22.00 per person, £230.00 per course
- **Mental Capacity Act 2005**, 3 hours, £22.00 per person, £230.00 per course
- **Pressure Sore Area Care & Prevention**, 2 hours, £19.00 per person, £190.00 per course
- **Report Writing**, 2 hours, £19.00 per person, £190.00 per course
- **Stroke/CVA/TIA Awareness**, 3 hours, £22.00 per person, £230.00 per course
- **The Process of Death & Dying**, 2 hours, £19.00 per person, £190.00 per course

Hairdressing Courses:

- **Basic Cutting**, 1 day, £160.00
- **Advanced Cutting**, 1 day, £160.00
- **Barbering**, 1 day, £160.00

General Courses:

- **Assertiveness**, 3 hours, £22.00 per person, £230.00 per course
- **Basic First Aid**, 6 hours, £32.00 per person, £315.00 per course
- **Data Protection & Confidentiality**, 3 hours, £22.00 per person, £230.00 per course
- **Equal Opportunities, Equality & Diversity**, 2 hours, £19.00 per person, £190.00 per course
- **Fire Risk Assessment**, 6 hours, £32.00 per person, £315.00 per course
- **Fire Safety Awareness** (including practical session), 3 hours, £22.00 per person, £230.00 per course
- **Infection Control**, 3 hours, £22.00 per person, £230.00 per course
- **Infection Control & Food Hygiene** (combined), 3.5 hours, £23.00 per person, £250.00 per course
- **Manual Handling of Loads**, 2 hours, £19.00 per person, £190.00 per course
- **Managing and Supporting Teams**, 6 hours, £32.00 per person, £315.00 per course
- **Appointed Person First Aid (Refresher)**, 3 hours, £22.00 per person, £230.00 per course
- **Supervisions and Appraisals**, 4 hours, £25.00 per person, £265.00 per course
- **Team Building**, 4 hours, £25.00 per person, £265.00 per course

Additional Private Courses:

- **A1 Assessor Award**
- **CLAiT & CLAiT Plus**

For further details of these courses please see Page 27

Additional Services:

- **Health & Safety Risk Assessment**, £20.00 per hour, minimum 1 hour
- **Health & Safety Policy Writing**, £25.00 per hour
- **Risk Assessment & Policy Writing** (combined), £18.00 per hour
- **PAT Testing** (up to 20 items), £30.00. Items then charged at £0.60 per item (with Catten College Learners), £1.10 per item (without Catten College Learners).

Additional Information:

- ***There is generally a maximum limit of 15 persons per course.***
- ***All courses or services that require us to travel outside a 10 mile radius will incur additional charges of 45p per mile. These charges will be made known to you and agreed prior to any course or service taking place.***

Work Based Learning for Young People Apprenticeships in Active Leisure & Learning (For 16 – 24 Year Olds)

Apprenticeships are full time programmes for young people who wish to commence a career in or are already employed in the leisure industry. The programme will deliver the skills needed to run a sporting or leisure session, from planning and team working, dealing with children, health and safety and more. The programme is a combination of day release and work. Young people work towards the qualification both in the workplace and at College. Learners will also be visited regularly by an assessor to assess their learning needs, practical skills and to discuss any problems.

Learners may be required to work shifts or weekends and will be expected to adhere to regulations as agreed in their contract of employment. The duration of this course is a minimum of one year and will be adjusted to suit employer and learner needs. The course leads to nationally recognised qualifications.

The Programme:

The Apprenticeship is comprised of seven units of the NVQ in Activity Leadership Level 2, plus the Level 2 Certificate in Industry & Organisational Awareness, Level 1 Functional Skills in Communication and Application of Number, and Employer rights and responsibilities. A further two technical qualifications will also need to be gained, which will depend on the branch of the leisure industry in which the learner is employed.

Attendance:

Full time work placement for delivery of NVQ, plus day release to college for delivery of Technical Qualifications and Functional Skills. This will be discussed and agreed with the employer.

Apprenticeships in Active Leisure & Learning Technical Certificate & Functional Skills Information

Parts of the Apprenticeships in Active Leisure & Learning are awards called Technical Certificates. These are a mandatory part of the Apprenticeship; undertaking these awards helps to ensure that the learner has the necessary knowledge and understanding for the mandatory units of the NVQ chosen.

Another part of Apprenticeships is 'Functional Skills'. Undertaking Functional Skills helps to ensure that the learner has a range of skills that are needed to complete the job role effectively. Functional Skills are based on a portfolio of evidence (or coursework) and some have a multiple-choice test too. The learner needs to complete both parts of these awards to receive a certificate. The learner may find that they do not have to complete Functional Skills tests, depending on previous qualifications. This will be discussed at the Initial Assessment.

The Technical Certificates:

Level 2 Certificate in Industry and Organisational Awareness:

This award takes the shape of an online multiple choice test, covering the single unit **201: Industry and Organisational Awareness**, which takes in Employer Rights and Responsibilities

Additional to the above, a further two awards will be taken; they will be chosen, with the help of the assessor, to best go with the environment within which the learner is employed.

Functional Skills:

- Application of Number Level 1
- Communication Level 1

BUSINESS & ADMINISTRATION



Work Based Learning for Young People Apprenticeships in Business Administration (For 16 – 24 Year Olds)

Apprenticeships are full time programmes for young people who wish to commence a career or already work in the business and administration industry, in careers such as administrative assistant, secretary, mailroom clerk, receptionist, etc. Young people work towards the qualification in the workplace. Learners will be visited regularly by an assessor to deliver and assess learning, practical skills and to discuss any problems.

Learners also have the option of attending college for workshops and extra support. The duration of the programmes is between one and two years.

The Programme:

- **Apprenticeship** – This course is comprised of the NVQ Level 2 in Business & Administration, plus Functional Skills at Level 1 and the Technical Certificate in Business & Administration Level 2.

(The Level 2 provides good working knowledge and understanding of an occupation. It demonstrates an employee's ability to perform a range of tasks with some guidance or supervision. Competence levels are related to job roles such as Junior Secretary or Administration Assistant.)

- **Advanced Apprenticeship** – This course is comprised of the NVQ Level 3 in Business & Administration, plus Functional Skills at Level 2 and the Technical Certificate in Business & Administration Level 3.

(The Level 3 requires a candidate to obtain detailed knowledge, skills and understanding within a relevant field. It demonstrates team leadership and specialist technical skills with competence in communication, problem solving and applied teamwork. Example job roles for this level include Personal Assistant, Secretary and Administration Clerk.)

These programmes include Health & Safety Training, Fire Awareness Training, Equal Opportunities Training and other learning that complements their programme.

Attendance:

Full time work placement and optional workshops at college.

Apprenticeships in Business Administration Technical Certificate & Functional Skills Information

Part of the Apprenticeships and Advanced Apprenticeships in Business Administration are awards called Technical Certificates. In these cases the awards are called the **Technical Certificate in Business and Administration**. These are a mandatory part of the Apprenticeship; undertaking these awards helps to ensure that the learner has the necessary knowledge and understanding for the mandatory units of the NVQ chosen.

Another part of Apprenticeships is 'Functional Skills'. Undertaking Functional Skills helps to ensure that the learner has a range of skills that are needed to complete the job role effectively. Functional Skills are based on a portfolio of evidence (or coursework) and some have a multiple-choice test too. The learner needs to complete both parts of these awards to receive a certificate. The learner may find that they do not have to complete Functional Skills tests, depending on previous qualifications. This will be discussed at the Initial Assessment.

Apprenticeship –

The Technical Certificate in Business & Administration comprises two units:

- **Unit 201: Supporting the Business Environment.** This is a written assignment, covering the practical activities for all outcomes and also samples underpinning knowledge to verify coverage of the unit.
- **Unit 202: Working Effectively within the Business Environment.** This is an online multiple choice test; externally set, locally marked and externally verified.

Functional Skills:

- Communication Level 1 (portfolio and test).
- Application of Number Level 1 (portfolio and test).

Advanced Apprenticeship –

The Technical Certificate in Business & Administration comprises two units:

- **Unit 301: Managing the Business Environment.** This is a written assignment, covering the practical activities for all outcomes and also samples underpinning knowledge to verify coverage of the unit.
- **Unit 302: Ensuring Effective Work within the Business Environment.** This is an online multiple choice test; externally set, locally marked and externally verified.

Functional Skills:

- Communication Level 2 (portfolio and test).
- Application of Number Level 2 (portfolio and test).

Work Based Learning for Young People Apprenticeships in Children's Care, Learning & Development (For 16 – 24 Year Olds)

Apprenticeships are full time programmes for young people who wish to commence a career or already work in the childcare industry. The programme is a combination of day release and work. Young people work towards the qualification both in the workplace and at College. Learners will also be visited regularly by an assessor to assess their learning needs, practical skills and to discuss any problems.

Workers in the childcare industry can usually expect to work up to eight hours per day, usually with an earliest start time of 7.00 a.m. and a latest finish time of 6.00 p.m. Occasional weekend work may be required. Workplaces are generally within nurseries, with some positions available in primary schools. Learners may be required to wear a uniform at work. The duration of this course is between one year and 2½ years. The course leads to nationally recognised qualifications.

The Programme:

- **Apprenticeship** – This course is comprised of the NVQ Level 2 in Children's Care, Learning and Development, plus Functional Skills at Level 1 and the Level 2 Certificate in Children's Care, Learning and Development.
- **Advanced Apprenticeship** – This course is comprised of the NVQ Level 3 in Children's Care, Learning and Development, plus Functional Skills at Level 2 and the Level 3 Certificate in Children's Care, Learning and Development.

These programmes include Health & Safety Training, Fire Awareness Training, Equal Opportunities Training and other learning that complements the learner's programme.

Attendance:

Full time work placement for delivery of NVQ, plus approximately 18 weeks day release to college at beginning of award for delivery of Technical Certificate and Key Skills. Day Release day is Wednesday, 9.30 a.m. – 4.00 p.m.

Additional Information:

A CRB (Criminal Records Bureau) check will be required prior to commencement of work.

Apprenticeships & Advanced Apprenticeships in Children's Care, Learning & Development Technical Certificate & Functional Skills Information

Part of the Apprenticeship or Advanced Apprenticeship in Childcare is an award called the Technical Certificate. In this case the award is called the ***Certificate in Children's Care, Learning and Development***. This is a mandatory part of the Apprenticeship; undertaking this award helps to ensure that the learner has the necessary knowledge and understanding for the mandatory units of the NVQ chosen.

Another part of Apprenticeships is 'Functional Skills'. Undertaking Functional Skills helps to ensure that the learner has a range of skills that are needed to complete the job role effectively. Functional Skills are based on a portfolio of evidence (or coursework) and some have a multiple-choice test too. The learner needs to complete both parts of these awards to receive a certificate. The learner may find that they do not have to complete Functional Skills tests, depending on previous qualifications. This will be discussed at the Initial Assessment.

The *Level 2 Certificate in Children's Care, Learning and Development* comprises four units:

- **Unit 001:** Principles and Values Underpinning the Care, Learning and Development Sector
- **Unit 002:** Supporting the Provision of Safe and Effective Childcare Environments
- **Unit 003:** Supporting Children and Young Person Development
- **Unit 004:** Supporting Children's Play and Learning

Functional Skills:

- Communication Level 1 (portfolio and test).
- Application of Number Level 1 (portfolio and test).

The *Level 3 Certificate in Children's Care, Learning and Development* comprises five units:

- **Unit 005:** Principles and Values Underpinning Work with Children and the Protection and Promotion of Children's Rights
- **Unit 006:** The Provision of Healthy, Safe and Secure Environments for Children
- **Unit 007:** The Provision of Effective and High Quality Child Care Environments
- **Unit 008:** Promoting Child and Young Person Development
- **Unit 009:** Promoting Learning within Early Education Frameworks

Functional Skills:

- Communication Level 2 (portfolio and test).
- Application of Number Level 2 (portfolio and test).

Work Based Learning for Young People Apprenticeships in Hairdressing (For 16 – 24 Year Olds)

These programmes are designed for young people from 16 to 24 years of age who wish to have a career in Hairdressing. Learners will be employed by a hair salon and will be trained via day release to college or by assessor visits to the salon. They can learn to be a stylist at Level 2 and continue on to learn higher level skills at Level 3.

In this sector, learners may be required to wear a uniform, work on Saturdays and attend in-salon training after work. Average durations for these courses are between 1 and 2½ years. Catten College does not require learners to purchase hairdressing equipment until they have commenced their course.

For young people who enjoy being creative, talking to people and having an active day, hairdressing is an excellent career with many opportunities for progression.

Programmes:

- **Apprenticeship** – This course is comprised of the NVQ Level 2 in Hairdressing, plus Functional Skills at Level 1.
- **Advanced Apprenticeship** – This course is comprised of the NVQ Level 3 in Hairdressing, plus Functional Skills at Levels 1 and 2.

Learners on both programmes have the opportunity to attend industry events, see demonstrations and participate in additional learning to enhance their careers.

Attendance:

Full time work placement and day release to college (once a week for Level 2 learners and once a fortnight for Level 3 learners). Employers and learners also have the flexibility of requesting assessments in the workplace rather than the learner attending college.

Apprenticeships in Hairdressing

(There is no Technical Certificate for this award)

Functional Skills

Another part of Apprenticeships is 'Functional Skills'. Undertaking Functional Skills helps to ensure that the learner has a range of skills that are needed to complete the job role effectively. Functional Skills are based on a portfolio of evidence (or coursework) and some have a multiple-choice test too. The learner needs to complete both parts of these awards to receive a certificate. The learner may find that they do not have to complete Functional Skills tests, depending on previous qualifications. This will be discussed at the Initial Assessment.

Apprenticeship:

- Communication, Level 1
(Portfolio and Test)
- Application of Number, Level 1
(Portfolio and Test)

Advanced Apprenticeship:

- Communication, Level 2
(Portfolio and Test)
- Application of Number, Level 2
(Portfolio and Test)

Additionally, the learner can take Information Technology at Level 1 in either Apprenticeship as an optional unit.

The learner may find that they do not have to complete Functional Skills tests, depending on previous qualifications. This will be discussed at the Initial Assessment.

Work Based Learning for Young People Apprenticeships in Health & Social Care (For 16 – 24 Year Olds)

Apprenticeships are full time programmes for young people who wish to commence a career or already work in the care industry. The programme is a combination of day release and work. Young people work towards the qualification both in the workplace and at College. Learners will also be visited regularly by an assessor to assess their learning needs, practical skills and to discuss any problems.

Work placements are available in the fields of elderly, physical disabilities and learning disabilities care. In these fields learners may be required to work shifts or weekends. Learners may be required to wear uniform at work. The duration of this course is between one year and 2½ years. The course leads to nationally recognised qualifications.

The Programmes:

- **Apprenticeship** – This course is comprised of the NVQ Level 2 in Health & Social Care, plus Functional Skills at Level 1 and the Technical Certificate in Health and Social Care Level 2.
- **Advanced Apprenticeship** – This course is comprised of the NVQ Level 3 in Health & Social Care, plus Functional Skills at Level 2 and the Technical Certificate in Health and Social Care Level 3.

This programme includes Health & Safety Training, Fire Awareness Training, Equal Opportunities Training and other learning that complements their programme.

Attendance:

Full time work placement for delivery of NVQ, plus approximately 18 weeks day release to college at beginning of award for delivery of Technical Certificate and Key Skills. Day Release day is Wednesday, 9.30 a.m. – 4.00 p.m.

Apprenticeships in Care Technical Certificate

Parts of the Apprenticeships in Care are awards called Technical Certificates. In Apprenticeships in Care the awards are called “Technical Certificate in Health and Social Care”. These are a mandatory part of the Apprenticeship; undertaking these awards (the learner only has to study one!) helps to ensure that the learner has the necessary knowledge and understanding for the mandatory units of the NVQ chosen. They do not cover the practical part of the NVQ.

To achieve the award the learner will be required to attend college for teaching sessions (the award cannot be achieved otherwise!), so that the knowledge is gained to write assignments and pass a written test. The test is nothing to worry about, as long as the learner has attended the teaching sessions at college. Below are the titles of the units within the awards.

Apprenticeship in Care:

The Level 2 Certificate in Health & Social Care comprises four units:

- **001** Developing own knowledge and practice in a health and social care setting.
- **002** Support the care, protection and wellbeing of individuals in a health and social care setting.
- **003** Communicating with and completing records for individuals in a health and social care setting.
- **004** Understanding health and safety practice in a health and social care setting.

Functional Skills:

- Communication Level 1 (portfolio and test).
- Application of Number Level 1 (portfolio and test).

The Level 3 Certificate in Health & Social Care comprises five units:

- **Unit 005:** Reflecting on and developing own practice in a health and social care role.
- **Unit 006:** Promoting effective communication for and about individuals in a health and social care setting.
- **Unit 007:** Promote health and safety practice in a health and social care setting.
- **Unit 008:** Promoting the care, wellbeing and protection of children and young people.
- **Unit 009:** Promoting choice, wellbeing and the protection of all individuals in a health and social care setting.

Functional Skills:

- Communication Level 2 (portfolio and test).
- Application of Number Level 2 (portfolio and test).

ADVICE & GUIDANCE

Level 2 Advice and Guidance Support

This NVQ is aimed at frontline staff who have direct contact with the customer either face to face, by telephone, email or other when giving information and advice.

The aim of this NVQ is to ensure that staff are competent and knowledgeable in the area and level of information and advice they are giving, they need to be aware of how their customer service skills impact on the customer and what effects this may have.

To undertake this NVQ there are three mandatory units and the choice of three optional units from a range of eight.

Mandatory Units:

- **AG 2:** Support Clients to make use of the Advice and Guidance service.
- **AG 4:** Interact with clients using a range of media.
- **Unit 38:** Develop personal performance through delivering customer service.

Optional units:

There is a wide range of units to choose from, to enable the candidate to show competence when dealing with clients through a variety of situations.

There are units dealing direct with client information, referring clients on to other services, ensuring that information is correct, maintaining information material and supporting customer service improvements.

One optional unit is looking at working within an effective team to ensure that the team are working to the same aim to support the client and the service.

One optional unit has been taken from the Health and Social Care award, particularly looking at the person working in an area where they would be contributing to the identification of the risk of danger to individuals and others.

Level 3 Advice and Guidance Support

This NVQ is aimed at candidates who have direct contact with the customer when giving information, advice and guidance to clients.

The aim of this NVQ is to ensure that candidates are competent and knowledgeable in the area and level of information, advice and guidance they are giving.

Ideally the candidate will be working with a range of backgrounds and cultures giving advice and some level of guidance. The candidate would be working on a one-to-one basis primarily, action planning with the client and referring to outside organisations where applicable. Candidate may also be carrying out group work as identified in optional units.

To undertake this NVQ there are three mandatory units and the choice of three optional from a range of 13.

Mandatory Units:

- **AG 1:** Establish communication with clients for advice and guidance.
- **AG 2:** Support Clients to make use of the Advice and Guidance service.
- **AG 15:** Review own contribution to the service.

Optional Units:

A wide range of units to choose from, to enable the candidate to show competence when dealing with clients through a variety of situations including some specialist units to enable the candidate to show their own specialism when working with clients.

Dealing direct with client information, referring clients on to other services, ensuring that information is correct, maintaining information material and supporting customer service improvements, action planning with individuals and reviewing those action plans.

Candidates who work within networks and partnerships and can show competence will be able to work towards 'Liaising with Other Services' to the benefit of the client.

Specialist units:

- Facilitate learning in groups
- Ensure your actions reduce risks to health and safety
- Enable learning through demonstration and instruction.

SCHOOL (ALTERNATIVE CURRICULUM) QUALIFICATIONS

BTEC BUSINESS, RETAIL & ADMINISTRATION

Learners will be placed in a business, administration or retail setting - this could be anything from a fashion or sports shop to a hotel or animal shelter where they will take part in work experience for between one and three days per week. Catten College will work with the learner and guardian/s to organise a work placement. They will be visited in their work placement once per fortnight to check their progress, as well as seeing tutors at College.

The aim of this programme is to give young people interested in a career in the business, administration and retail industry an insight into their chosen industry, whilst at the same time gaining qualifications at both school and college. Most young people will attend college and school one day per week each.

The qualifications that are offered by Catten College are

BTEC Introductory Certificate in Business, Retail and Administration.

- Open to years 10 and 11
- It is equivalent to 2 GCSEs at grades D to G. It consists of 4 units (*Starting Work in Business, Retail & Administration; Introducing Customer Service; Personal Effectiveness; Introduction to Retail*) that are assessed within the College. The certificate is an introduction to the industry.

BTEC Introductory Diploma in Business, Retail and Administration

- 2nd year course open to the previous year 10
- It is equivalent to 4 GCSEs at grades D to G. It consists of 4 units (*Working in Business, Retail & Administration; Social Responsibility at Work; Ensuring Personal Health & Safety at Work; Communicating Effectively at Work*) that are assessed within the College. The diploma is a more in depth look at the industry.

Progression

This course has excellent progression opportunities including full-time employment and access to the Business Administration NVQ level 2 Apprenticeships as well as further Retail qualifications.

Should you wish to offer a young person work experience in your establishment at no cost to yourself, and would like to find out more, please contact the college on 01206 366199. The young persons are available during school term time for between one and four days per week, depending on school attended.

SCHOOL (ALTERNATIVE CURRICULUM) QUALIFICATIONS

BTEC HEALTH & SOCIAL CARE (INCLUDING CHILD CARE)

These are **BTEC Health & Social Care Awards**, which cover **Child Care**, and are suitable for those who wish to gain basic skills for the care industry, preparing the student for an **NVQ in Health & Social & Child Care Development**.

Students will attend college two days per week and attend school three days per week.

BTEC Introductory Certificate in Health & Social Care – This, the 1st year course, consists of the following units:

- Starting Work in Health and Social Care
- Developing Skills in Health and Social Care
- Personal Effectiveness or Social Responsibility at Work
- Looking After Children

BTEC Introductory Diploma in Health & Social Care – This, the 2nd year course, consists of the following units

- Working in Health and Social Care
- Developing Skills in Health and Social Care
- Personal Effectiveness or Social Responsibility at Work
- Images of People or Health and the Environment

Progression:

This award leads on (post-school) to the NVQ Level 2 in Child Care, Learning and Development, or the NVQ Level 2 in Health & Social Care via an Apprenticeship.

Once the Level 2 Apprenticeship is complete, progression can continue via the NVQ Level 3 to the role of Senior Carer, then to management via the Level 4 and the Leadership & Management Award.

Should you wish to offer a young person work experience in your establishment at no cost to yourself, and would like to find out more, please contact the college on 01206 366199. The young persons are available during school term time for between one and four days per week, depending on school attended.

SCHOOL (ALTERNATIVE CURRICULUM) QUALIFICATIONS

BTEC SPORT & LEISURE

Learners will be given the opportunity to have a work placement in a sporting or leisure environment - this could be a leisure centre, fitness club, gym, etc. They will take part in work experience for between one and four days per week. Catten College will work with the learner and guardian/s to organise a work placement. They will be visited either fortnightly or monthly at work by their tutor as well as attending college.

The aim of this programme is to give young people interested in a career in sport and leisure an insight into their chosen industry, whilst at the same time gaining qualifications at both school and college. Most young people will attend college and school one day per week each.

The qualification that is offered by Catten College is a

BTEC Introductory Certificate in Sport and Leisure

It is equivalent to 2 GCSEs at grades D to G. It consists of 4 units (*Starting Work in Sport & Leisure, The Healthy Body, Personal Effectiveness, Taking Part in Sport*) that are assessed within the College. It is an introduction to the industry and all works on Personal Skills and Customer Service.

Once this award is completed, the learner can progress to the

BTEC Introductory Diploma in Sport and Leisure

It is equivalent to 4 GCSEs at grades D to G. It consists of 4 units (*Working in Sport & Leisure, Social Responsibility at Work, Organising a Sport or Leisure Event, Issues in Sport & Leisure*)

Progression

Completing the 2-year course gives learners the grades necessary to achieve a place on a First Diploma in Sports course at a college of further education; this in turn opens further doors to coaching qualifications et cetera.

Should you wish to offer a young person work experience in your establishment at no cost to yourself, and would like to find out more, please contact the college on 01206 366199. The young persons are available during school term time for between one and four days per week, depending on school attended.

SCHOOL (ALTERNATIVE CURRICULUM) QUALIFICATIONS

NVQ HAIRDRESSING

Learners will be placed in a hair salon setting where they will work for up to three days per week. They will attend college one day per week and attend school one day per week. Catten College will work with the learner and guardian/s to organise a work placement.

The NVQ Level 1 Hairdressing Award consists of the following units:

- **G1:** Ensure your own actions reduce risks to health and safety.
- **G2:** Assist with salon reception duties.
- **G3:** Contribute to the development of effective working relationships.
- **H1:** Shampoo and condition hair.
- **H5:** Prepare for hairdressing services and maintain work areas.
- **H37:** Assist with colouring services.

Learners will be visited regularly to complete a review at their work placement, to check general progress, progress on their studies, health and safety, etc.

Progression:

On completion of the NVQ Level 1, learners can move on to units towards the NVQ Level 2, which will be completed when learners transfer to the Apprenticeship on Work Based Learning, post-school.

The Apprenticeship in turn leads to the Advanced Apprenticeship and the NVQ Level 3, in turn leading to many further career opportunities.

Please Note:

The learner or school will need to purchase a Tabard at a cost of approximately £15.00.

Should you wish to offer a young person work experience in your establishment at no cost to yourself, and would like to find out more, please contact the college on 01206 366199. The young persons are available during school term time for between one and four days per week, depending on school attended.

SCHOOL (ALTERNATIVE CURRICULUM) QUALIFICATIONS

DIPLOMA SALON SERVICES

This is a City & Guilds Level 1 Award, and is suitable for those who wish to gain basic hairdressing skills, preparing the learner for an NVQ in Hairdressing.

Learners will attend college one or two days per week and attend school three or four days per week.

The Level 1 Diploma in Salon Services (Hairdressing) consists of the following units:

- **001:** Finding out about customer service in the salon.
- **002:** Basic salon reception duties.
- **003:** Personal presentation in the salon.
- **004:** Following health and safety practice in the salon.
- **005:** Introduction to hairdressing services.
- **006:** Introduction to basic colouring and perming.
- **009:** Hair and beauty industry and occupational awareness.

Progression:

If the learner attends college twice a week, the NVQ Level 1 in Hairdressing will also be taken following completion of the Salon Services award.

The Salon Services award, as well as preparing the learner for the Level 1 in Hairdressing, prepares the learner, post school, for the NVQ Level 2 in Hairdressing as an Apprentice on the Work Based Learning Programme, leading, in turn to the NVQ Level 3 on the Advanced Apprenticeship.

Please Note:

The learner or school will need to purchase a Tabard at a cost of approximately £15.00.

SCHOOL (ALTERNATIVE CURRICULUM) QUALIFICATIONS

DIPLOMA BEAUTY THERAPY

This is a City & Guilds Level 2 Award, and is suitable for those who wish to gain basic beautician's skills, preparing the learner for an NVQ in Beauty Therapy or Salon Services.

Learners will attend college two days per week and attend school three days per week.

The Level 2 Diploma in Beauty Therapy consists of the following units:

- **201:** Working in beauty therapy.
- **202:** Maintain health and safety in the salon.
- **203:** Consult and advise clients on treatments.
- **204:** Improve and maintain facial skin condition.
- **205:** Remove hair using waxing techniques.
- **206:** Provide manicure treatments.
- **207:** Provide pedicure treatments.
- **209:** Provide eyelash and eyebrow treatments.

Progression:

Once achieved, learners can continue on to an NVQ Level 2 via a College of Further Education (such as Colchester Institute).

Please Note:

The learner or school will need to purchase a:

- Beauty Kit at a cost of £30.00
- Tabard at a cost of approximately £15.00.

SCHOOL (ALTERNATIVE CURRICULUM) QUALIFICATIONS

DIPLOMA HAIRDRESSING

This is a City & Guilds Level 2 Award, and is suitable for those who wish to gain basic hairdressing skills, preparing the learner for an NVQ in Hairdressing.

Learners will attend college two days per week and attend school three days per week.

The Level 2 Diploma in Hairdressing consists of the following units:

- **201:** Working in hairdressing.
- **202:** Maintain health and safety in the salon.
- **203:** Client consultation for hairdressing services.
- **204:** Shampoo and condition the hair and scalp.
- **205:** Cut women's hair.
- **206:** Style and dress women's hair.
- **207:** Colour hair.
- **208:** Perm and neutralise hair.
- **216:** Fulfil salon reception duties.

Progression:

This award prepares the learner for the NVQ Level 2 in Hairdressing as an Apprentice on the Work Based Learning Programme, leading, in turn to the NVQ Level 3 on the Advanced Apprenticeship.

Please Note:

The learner or school will need to purchase a:

- Hairdressing Kit at a cost of £60.00
- Tabard at a cost of approximately £15.00.

Should you wish to offer a young person work experience in your establishment at no cost to yourself, and would like to find out more, please contact the college on 01206 366199. The young persons are available during school term time for between one and four days per week, depending on school attended.

Privately Funded Courses

A1 (Assessor Award):

Catten College can offer the A1 award, but there are restrictions, the cost is £350 when you are assessing Catten College learners or £750 with your own learners, but restrictions apply to the latter.

CLAiT & CLAiT Plus:

Catten College currently offers two I.T. courses (Computer Literacy and Information Technology): **CLAiT** (which is a Level 1 course) and **CLAiT Plus** (which is a Level 2 course).

The cost of either course is £150.00. There are no 'hidden costs', although failure to complete the course within the 20 week time-span may necessitate the payment of extra fees.

Learners will be expected to attend College for at least two and up to five hours per week.

NVQ Level 4 Health & Social Care:

The NVQ Level 4 is a course for anyone working in a Senior position such as Deputy or Manager in the Care sector. Those not in one of these positions will be unable to collect the evidence required to complete the Level 4. Learners will be visited regularly by their appointed assessor for assessment of their practical skills and knowledge.

The duration of the course is up to 18 months. The course leads to a nationally recognised qualification accepted by the Care Quality Commission (CQC). Although Catten College charges £1,295.00 for this award you are able to attain partial funding via TCHC – for further information call 01923 698430 or email: landm@tchc.net.

Leadership & Management for Care Services:

The Leadership and Management Award is a course for anyone working as a Manager in the Care sector. Those not working in this position will be unable to collect the evidence required to complete the award. Learners will be visited regularly by their appointed assessor for assessment of their practical skills and knowledge.

The duration of the course is up to 18 months. The course leads to a nationally recognised qualification accepted by the Care Quality Commission (CQC). Although Catten College charges £1,395.00 for this award you are able to attain partial funding via TCHC – for further information call 01923 698430 or email: landm@tchc.net



Courses available through the BCT Consortium

	16-17	18	19+	Bratton College	Career Track	Carlton College	Colchester Institute	East Hairdressing	Enthuse	Every Step	ITS Training
Basic Skills - Literacy											
Level 1	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Level 2	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Basic Skills - Numeracy											
Level 1	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Level 2	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Business Admin											
Level 1	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Business Admin - AAT											
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Business Admin - Teamleading											
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Business, Retail & Admin											
Level 1	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Catering											
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hospitality - Food & Drink Services											
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hospitality - Food Preparation & Cooking											
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hospitality - Food Processing & Cooking											
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hospitality - Hospitality Supervision											
NVQ Level 3	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hospitality - Housekeeping											
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hospitality - Multi-skilled Hospitality											
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hospitality - Quick Service											
Level 1	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cleaning Services											
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

	16-17	18	19+	Bratton College	Career Track	Carlton College	Colchester Institute	East Hairdressing	Enthuse	Every Step	ITS Training
Construction - Brickwork											
C&G Level 1	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CITB Level 2	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Construction - Carpentry											
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Construction - Electrical Installation											
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Construction - Plumbing											
C&G Level 1	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Construction - Trowel Occupations											
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Construction - Wood Occupations											
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Construction - Wood Trades											
ICA Level 2	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Contact Centre											
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Customer Services											
Level 1	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Engineering - Fabrication and Welding											
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Engineering - Maintenance											
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Engineering - Manufacturing											
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

	16-17	18	19+	Bratton College	Career Track	Carlton College	Colchester Institute	East Hairdressing	Enthuse	Every Step	ITS Training
Engineering - Motor Vehicle											
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Motor Vehicle - Body Paint											
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Motor Vehicle - Body Repair											
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hairdressing											
NVQ Level 1	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Health & Care - Dental Nursing											
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Health & Social Care											
BTEC Level 1	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
BTEC Level 2	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 4	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
IT - Installer Support											
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
IT - ITQ (ICT Practitioner)											
NVQ Level 3	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
IT - ITC (ICT User)											
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
IT - Technical Services											
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
IT - Technical Support											
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

	16-17	18	19+	Bratton College	Career Track	Carlton College	Colchester Institute	East Hairdressing	Enthuse	Every Step	ITS Training
IT - Using IT											
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Key Skills - Application of Number											
Level 1	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Level 2	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Key Skills - Communications											
Level 1	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Level 2	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Logistics - Storage & Warehousing											
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Management											
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 4	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 5	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Retail											
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 3	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sport & Leisure											
BTEC National L1	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
BTEC National L3	TFYF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Active Leisure and Learning											
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NVQ Level 2	TTG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
International Trade and Logistics Operations											
NVQ Level 2	APP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

APP = Apprenticeship TFYF = Train for your future TTG = Train to gain

