



# National Open College Network Work Force Skills Certificate In Progression

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Duration: **Roll on roll off programme of 460 Guided Learning Hours.**

The programme is part of Foundation Learning and designed around the individuals specific needs. We will support you in achieving personal targets and goals with the aim of:

- Becoming Employed with Training
- Going into Further Education
- Becoming Employed
- Improving & Gaining Qualifications

The programme is designed to help you improve self confidence and gain experience working with others. This will help develop personal effectiveness improving your work skills.

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# LRAC

## COURSES

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### What will I learn?

Entry – Level 1

National Certificate in Progression. Made up of the following Units:

- Introduction to a Training Course
- Personal Budgeting & Money Management
- Building a Career Portfolio
- Health & Safety Awareness
- Using Carpentry Hand Skills
- Developing Skills in Garden Horticulture
- Using Tools & Equipment for Bricklaying
- Understanding Diversity in Society

Entry – Level 2

- Functional Skills Maths
- Functional Skills English
- Functional Skills ICT

### Course Dates

Work Force Skills is a roll on roll off programme, students can start at any time during the year. The minimum level of attendance is three days per week and the expected duration of the programme is approximately 26 weeks.

### Entry Requirements

Work Force Skills is part of Foundation Learning: No formal academic qualifications are required. You must have reached your official school leaving date and be aged between 16 and 18 years of age.

### Methods of Assessment

City & Guilds Functional Skills are assessed using paper based examinations which can be set when the students has reached the appropriate level. The National Open College Certificate in Progression is a unit based qualification assessed on the production of a portfolio for the individual units.

### Campus

The Lincolnshire Rural Activity Centre , (LRAC)  
Kenwick Hill, Louth, Lincolnshire. LN11 8NR

### How much does the course cost?

There are no exam or course fees for the Work Force Skills programme.

### Equal Opportunities

The Institute guarantees that it will deal fairly and effectively with all students, staff and visitors and offer equality of opportunity on the basis of age, creed, gender, impairment, learning difficulty, marital status, national origin, race, religion or sexuality.

Students have the right to expect that this will apply to them without prejudice or discrimination and that they also have the obligation to deal fairly and effectively with other students and staff regardless of age, creed, gender, impairment, learning difficulty, marital status, national origin, race, religion or sexuality.

The Grimsby Institute will endeavour to comply with the Disability Discrimination Act, Part IV, which requires public bodies to make every effort to support persons with disability.

### Accreditation of Prior Learning (A.P.L)

All Faculties of the Institute are committed to implementing an A.P.L service to ensure clients maximise the opportunity to gain qualifications based on experience and knowledge.