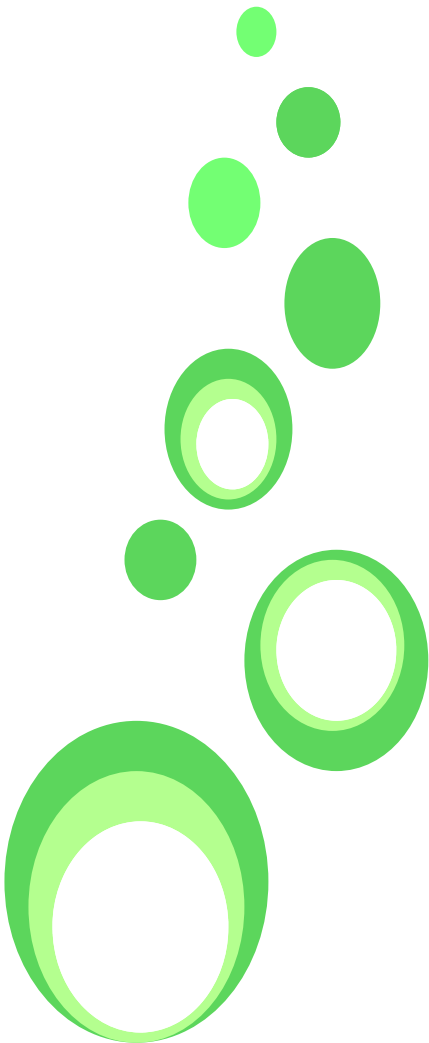


# Foundation Learning Prospectus



Be Part of our Training Success ...



## Acorn Training Consultants

### Foundation Learning

Hello and welcome to the 2011 edition of the Acorn Training Consultants Foundation Learning Prospectus.

Acorn can provide a range of options at levels to suit the individuals experience and knowledge.

Acorn Training Consultant students will have the opportunity to study in brand new, purpose built premises with specialist resources and equipment. They will be taught by tutors with Industry knowledge and backgrounds and this experience will give them a head start when it comes to getting their dream job.

For those who want to achieve qualifications to help gain employment, we are here to help. Our friendly, helpful tutors will help plan and prepare for your chosen career path and support your next steps, whether that be further study, an apprenticeship or into employment.

Becoming an Acorn student is about more than gaining a qualification; it's about gaining the confidence and self-esteem to make the right career choices. Our team ensures that you as young people receive support throughout your course and are willing to help with all matters that may be a barrier to learning.

This prospectus will provide you with everything you need to know about the courses available and the facilities at Acorn Training Consultants. However, if you have any queries then please get in touch. We are happy to talk to you about any concerns or questions you may have.

I look forward to seeing you,

*Viv Palfreyman*

Managing Director



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## Learner Journey

### **Induction (Duration 3 Weeks)**

Your journey will begin with a 3 week induction period. This will be with a tutor who will help you plan your career path and write your individual learning plan. Initial assessments will take place in all areas.

During the induction you will gain an understanding of what it is like to study on a course and what options are available at Acorn.

### **Pathway 1 (Duration 12 weeks)**

You will then move onto one of the following 12 week pathways:

- Hair and Beauty
- Business Administration and IT
- Work This Way
- Catering
- Bench Joinery
- Painting and Decorating
- Health and Social Care
- Music

If you don't know what you want or need extra learning support you may wish to choose the Work this Way course, which aims at increasing your confidence and allows for 'taster' options to help you decide on a preferred career path. You will also work on employability skills, create a CV and look at your current skills and qualities.

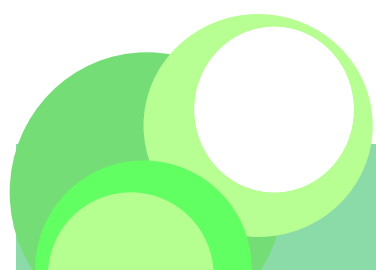
### **Pathway 2 (Duration 12 weeks)**

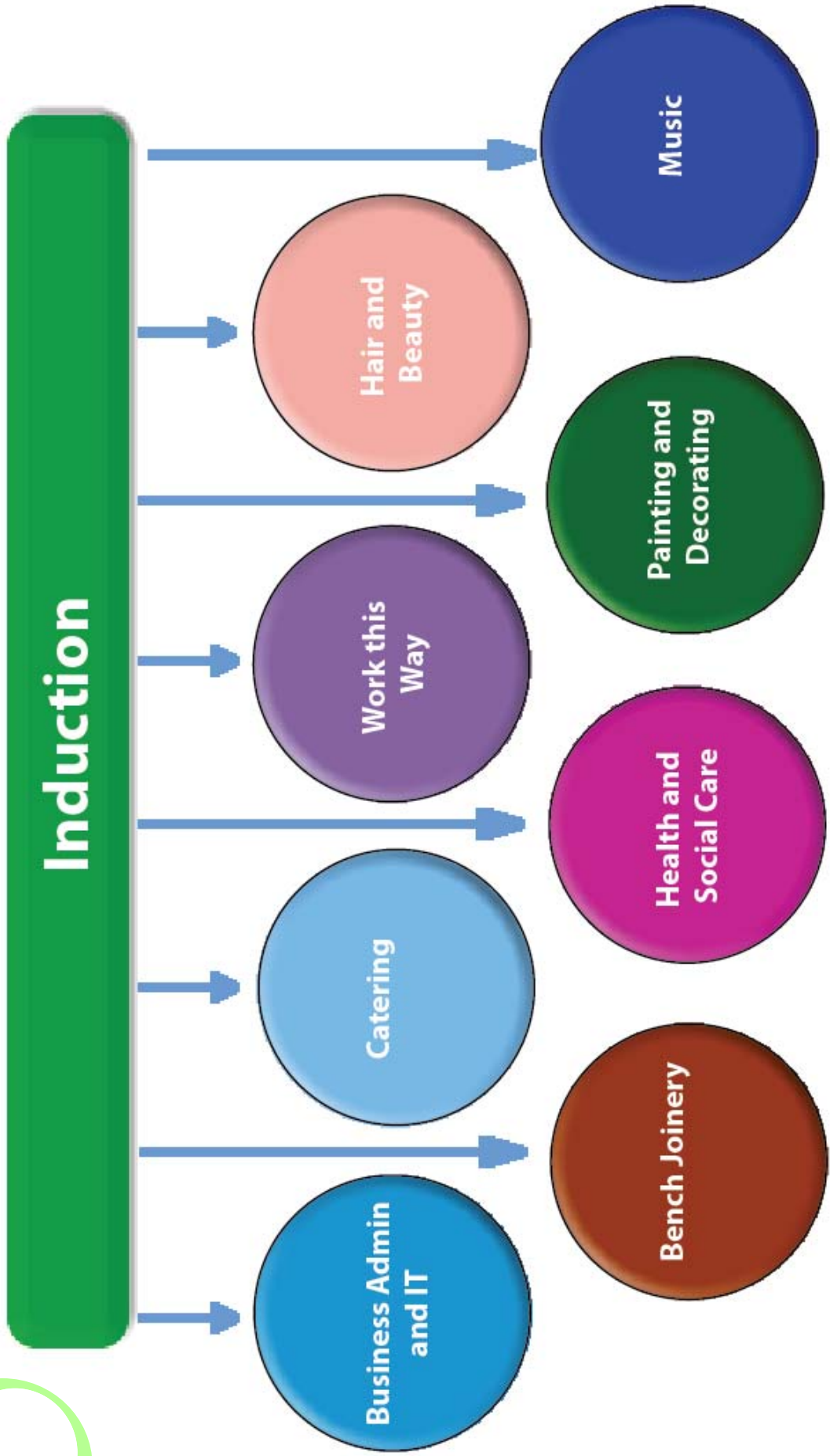
You will then be given the option of attending for a further 12 weeks allowing you to expand your existing qualifications by completing additional units and progressing onto a higher level course. On the Health and Social Care pathway the duration of pathway 2 is 24 weeks.

### **Functional Skills**

During all pathways you will gain functional skills. In order to determine what level you are working at you will complete a Initial Assessment during your induction.

All pathways give you ability to complete Maths, English and ICT from Entry level 3 to Level 2.







This course is designed to give you the chance to learn and develop personal skills, which will help you to move into appropriate employment or progress onto an apprenticeship within a Business & Administration, Customer Service or IT based role. This course is ideal for people who and are able to complete work to a high standard and have an organised and methodical approach to tasks.

## Description

### On this course you will:

- Gain an understanding of an administrative role within an company
- Increase and develop IT skills and how to apply them to a work setting
- Improve your communication skills and understand different communication methods
- Demonstrate understanding of the skills needed for a business & administration role
- Create a portfolio of evidence using office-based tasks to demonstrate understanding of IT and business administration
- How to deliver efficient and reliable customer service
- How to dress appropriately for working in an office/customer environment
- How to deal with customer complaints

### As well as:

- Improve personal and social development,
- Receive help with CVs, job applications, preparing for interviews and career planning
- Improve Maths, English and IT

## What Next?

- Further study at Level 2
- Apprenticeship at Level 2
- Employment in an administrative role
- Move onto a Level 2 Apprenticeship
- Employment in the Retail and Customer Service Industry
- Further Education at Level 2

## Careers could you go into

- Administrative Assistant/Administrator
- Receptionist
- Customer Service Advisor
- Bank/Building Society Customer Adviser
  - Customer Service Adviser
  - Customer Service Assistant/Manager
  - Retail Operative



Qualifications

## Pathway 1 (Duration 12 Weeks)

During Pathway 1 on Business Administration and IT you will gain the following qualifications.

Award in Business Administration	Level 1	City and Guilds
Award in IT User Skills	Level 1	EDI
Certificate in IT User Skills	Level 1	EDI
Certificate in Employability and Personal Development	Entry Level 3	City and Guilds

## Pathway 2 (Duration 12 Weeks)

During Pathway 2 on Business Administration you will gain:

Certificate in Business Administration	Level 1	City and Guilds
Award in Customer Service	Level 1	City and Guilds
Award in Employability and Personal Development	Level 1	City and Guilds
Certificate in Employability and Personal Development	Level 1	City and Guilds





This course is designed to give you the chance to learn and develop personal skills, which will help you to move into appropriate employment or progress onto an apprenticeship within the beauty industry.

This course is suited to people who are able to take part in practical activities, who are able to follow a structured programme and enjoy creative activities such as Nail Art.

## Description

### On this course you will:

- Study in a work setting
- Gain practical experience within the beauty industry
- Identify career opportunities within the beauty industry
- Gain work-related skills within the beauty sector
- Learn basic manicure techniques
- Learn basic nail art techniques
- Design and create a hair and beauty image

As well as:

- Improve personal and social development,
- Receive help with CVs, job applications, preparing for interviews and career planning
- Improve Maths, English and IT

### What Next?

- Employment in the hair and beauty industry
- Apprenticeship at Level 2
- Further Education at Level 2

### Careers could you go into

- Trainee Beauty Therapist
- Manicurist
- Nail Art Technician
- Trainee Hairdresser





### **Pathway 1 (Duration 12 Weeks)**

During pathway 1 you will gain the following qualifications

Award in Introduction to the Hair and Beauty Sector	Level 1	City and Guilds
Certificate in Employability and Personal Development	Entry Level 3	City and Guilds

### **Pathway 2 (Duration 12 Weeks)**

During pathway 2 you will gain the following qualifications

Certificate in Introduction to the Hair and Beauty Sector	Level 1	City and Guilds
Award in Employability and Personal Development	Level 1	City and Guilds
Certificate in Employability and Personal Development	Level 1	City and Guilds
Award in Customer Service	Level 1	City and Guilds





This course is designed to give you the chance to learn and develop personal skills, which will help you to move into appropriate employment, progress onto an apprenticeship or further study at level 1 or 2.

Work This Way is ideal for people who have not decided on a career path or who require greater support with 'soft skills'.

## Description

### Learners on this course will:

- Work to achieve a Diploma in Employability Skills
- Improve IT skills
- Plan own career and identify training needs
- Look at skills and attitudes required for work
- Increase confidence and communication skills
- Participate in a range of creative and sporting activities
- Increase confidence and communication skills

As well as:

- Improve personal and social development,
- Receive help with CVs, job applications, preparing for interviews and career planning
- Improve Maths, English and IT

## What Next?

- Employment
- Apprenticeship at Level 2
- Further Education at Level 1 or 2
- Continue study on a Vocation Pathway at The Acorn Academy

## Careers could you go into

- Manual Employment
- Packer
- Coffee Shop Assistant
- Trainee Landscaper
- Trainee Mechanic





## Pathway 1 and 2 (Duration 24 Weeks)

During pathway 1 and 2 you will gain the following qualifications

Certificate in Employability and Personal Development	Entry level 3	City and Guilds
Diploma in Employability and Personal Development	Entry level 3	City and Guilds





This course is designed to give you the chance to learn and develop personal skills, which will help you to move into appropriate employment or progress onto an apprenticeship within the catering and hospitality industry.

This course is best suited to people who are able to commit to a structured programme, able to interact with others and enjoy preparing meals.

## Description

On this course you will:

- Study in a work setting
- Gain practical experience within the food service industry
- Identify career opportunities within the hospitality industry
- Prepare food and drink and serve to customers
- Gain a basic understanding of basic food hygiene principles
- Understand the safe practice of using kitchen equipment

As well as:

- Improve personal and social development,
- Receive help with CVs, job applications, preparing for interviews and career planning
- Improve Maths, English and IT

## What Next?

- Onto a Level 2 Apprenticeship
- Employment in hospitality industry
- Further Education at Level 2

## Career could you go into

- Bar Staff
- Catering/Restaurant Assistant
- Trainee Chef
- Cleaner
- Food Processing Operative
- Housekeeper
- Kitchen Assistant/Porter





## Pathway 1 (Duration 12 Weeks)

On Pathway 1 you will gain these qualifications

Award in the introduction to the Hospitality industry	Level 1	City and Guilds
Certificate in Employability and Personal Development	Entry Level 3	City and Guilds

## Pathway 2 (Duration 12 weeks)

Certificate in the introduction to the Hospitality industry	Level 1	City and Guilds
Award in Employability and Personal Development	Level 1	City and Guilds
Certificate in Employability and Personal Development	Level 1	City and Guilds



## Painting and Decorating

This course is designed to give you the chance to learn and develop personal skills, which will help you to move into appropriate employment or progress onto an apprenticeship within the construction industry. This course is best suited to people who are able to commit to a structured programme, able to interact with others and enjoy practical decorating activities.

### Description

On this course you will:

- Study in a work setting
- Gain practical experience within the construction industry
- Identify career opportunities within the construction industry
- Develop papering skills
- Develop and expand paint finishing skills
- Understand how to prepare surfaces

As well as:

- Improve personal and social development,
- Receive help with CVs, job applications, preparing for interviews and career planning
- Improve Maths, English and IT

### What Next?

- Onto a Level 2 Apprenticeship
- Employment in construction industry
- Further Education at Level 2

### Careers could you go into

- Handyman
- Decorator
- Trainee painting and decorating technician



### **Pathway 1 (Duration 12 Weeks)**

On Pathway 1 you will gain these qualifications:

Award in Basic Construction Skills	Level 1	City and Guilds
Certificate in Employability and Personal Development	Entry Level 3	City and Guilds

### **Pathway 2 (Duration 12 weeks)**

On Pathway 2 you will gain these qualifications:

Certificate in Basic Construction skills	Level 1	City and Guilds
Award in Employability and Personal Development skills	Level 1	City and Guilds
Certificate in Employability and Personal Development	Level 1	City and Guilds





This course is designed to give you the chance to learn and develop personal skills, which will help you to move into appropriate employment or progress onto an apprenticeship within the construction industry. This course is best suited to people who are able to commit to a structured programme, able to interact with others and enjoy wood work activities.

## Description

On this course you will:

- Study in a work setting
- Gain practical experience within the construction industry
- Identify career opportunities within the construction industry
- Develop hand tool maintenance skills
- Develop hand planing skills
- Develop and expand bench joinery skills

As well as:

- Improve personal and social development,
- Receive help with CVs, job applications, preparing for interviews and career planning
- Improve Maths, English and IT

## What Next?

- Onto a Level 2 Apprenticeship
- Employment in construction industry
- Further Education at Level 2

## Careers could you go into

- Handyman
- Wood work Assistant
- Trainee Joiner
- Trainee Cabinet maker/ installer
- Wood finisher





### **Pathway 1 (Duration 12 Weeks)**

On Pathway 1 you will gain these qualifications:

Award in Basic Construction skills	Level 1	City and Guilds
Certificate in Employability and Personal Development	Entry Level 3	City and Guilds

### **Pathway 2 (Duration 12 weeks)**

On Pathway 2 you will gain these qualifications:

Certificate in Basic Construction Skills	Level 1	City and Guilds
Award in Employability and Personal Development	Level 1	City and Guilds
Certificate in Employability and Personal Development	Level 1	City and Guilds





This course is designed to give you the chance to learn and develop personal skills, which will help you to move into appropriate employment or progress onto an apprenticeship within the Health and Social Care industry.

This course is best suited to people who are able to commit to a structured programme, able to interact with others and enjoy caring for others.

## Description

On this course you will:

- Study in a work setting
- Understand the range of service provision and roles within health and social care
- Understand the principles and values in health and social care
- Develop awareness of health and safety within a care setting
- Develop awareness of working with others in a care setting
- Develop awareness of a healthy lifestyle
- Develop awareness of protection and safeguarding within a care setting

As well as:

- Improve personal and social development,
- Receive help with CVs, job applications, preparing for interviews and career planning
- Improve Maths, English and IT

## What Next?

- Onto a Level 2 Apprenticeship
- Employment in the Health and Social Care industry
- Further Education at Level 2

## Careers could you go into

- Childcare Assistant
- Trainee Nurse
- Trainee Midwife
- Trainee Nursery Assistant
- Nanny
- Adult Care worker
- Classroom Assistant
- Play Worker
- Home Care Aid





### **Pathway 1 (Duration 12 weeks)**

On Pathway 1 you will gain these qualifications:

Award in Health and Social Care	Level 1	City and Guilds
Award in Employability and Personal Development	Level 1	City and Guilds

### **Pathway 2 (Duration 24 weeks)**

On Pathway 2 you will gain these qualifications:

Certificate in Health and Social Care	Level 1	City and Guilds
Award in Employability and Personal Development	Level 1	City and Guilds
Certificate in Employability and Personal Development	Level 1	City and Guilds
Award in Customer Service	Level 1	City and Guilds





This course is designed to give you the chance to learn and develop personal skills, which will help you to move into appropriate employment or progress onto an apprenticeship within the music industry. This course is best suited to people who are able to commit to a structured programme, creative and enjoy music and sound.

## Description

On this course you will:

- Study in a work setting
- Learn musical creation skills and apply them
- Create a piece of music using music and music technology
- Attend musical events and document the experience
- Research musical artists and the music scene
- Demonstrate new skills to others

As well as:

- Improve personal and social development,
- Receive help with CVs, job applications, preparing for interviews and career planning
- Improve Maths, English and IT

## What Next?

- Onto a Level 2 Apprenticeship
- Employment in Music Industry
- Study at Level 2

## Careers you could go into

- DJ
- Trainee Music Producer
- Trainee Music Editor
- Trainee Events organiser
- Trainee Radio presenter
- Singer
- Musician





## Pathway 1 (Duration 12 weeks)

On Pathway 1 you will gain these qualifications:

Bronze Arts Award	Level 1	City and Guilds
Award in Customer Service	Level 1	City and Guilds

## Pathway 2 (Duration 12 weeks)

On Pathway 2 you will gain these qualifications:

Silver Arts Award	Level 2	City and Guilds
Award in Employability and Personal Development	Level 1	City and Guilds
Certificate in Employability and Personal Development	Level 1	City and Guilds





## **Health, Welfare and Safety**

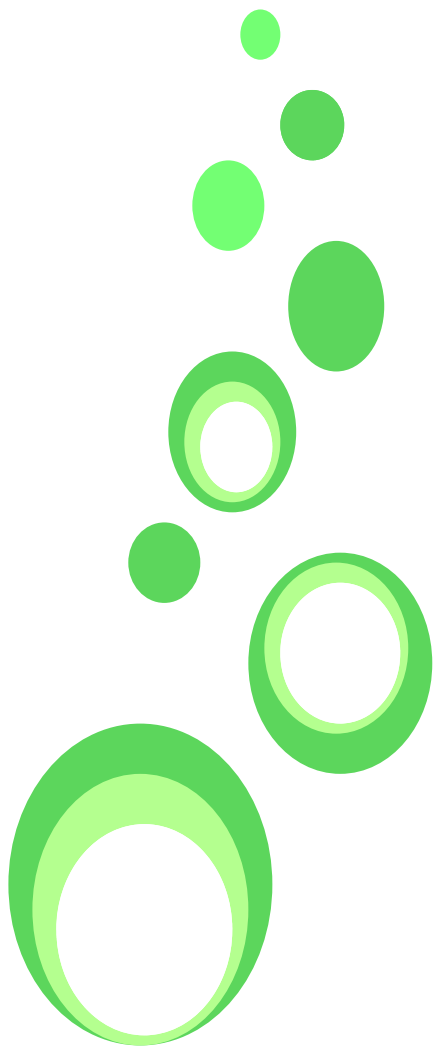
Leaving school and starting training elsewhere can be a scary experience. Therefore Acorn

Training Consultants encourages a supportive and enjoyable environment and staff are on hand to offer free and impartial advice to anyone who needs it and a friendly ear if there is anything that you need to talk about.

We also regularly run workshops providing information on the following subjects:

- Safer sex information and advice
- Information and advice on drug and alcohol misuse
- Healthy eating and support
- Quit Smoking
- One-to-one support
- Managing your personal finances
- Citizenship
- Equal Opportunities





For more information  
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