

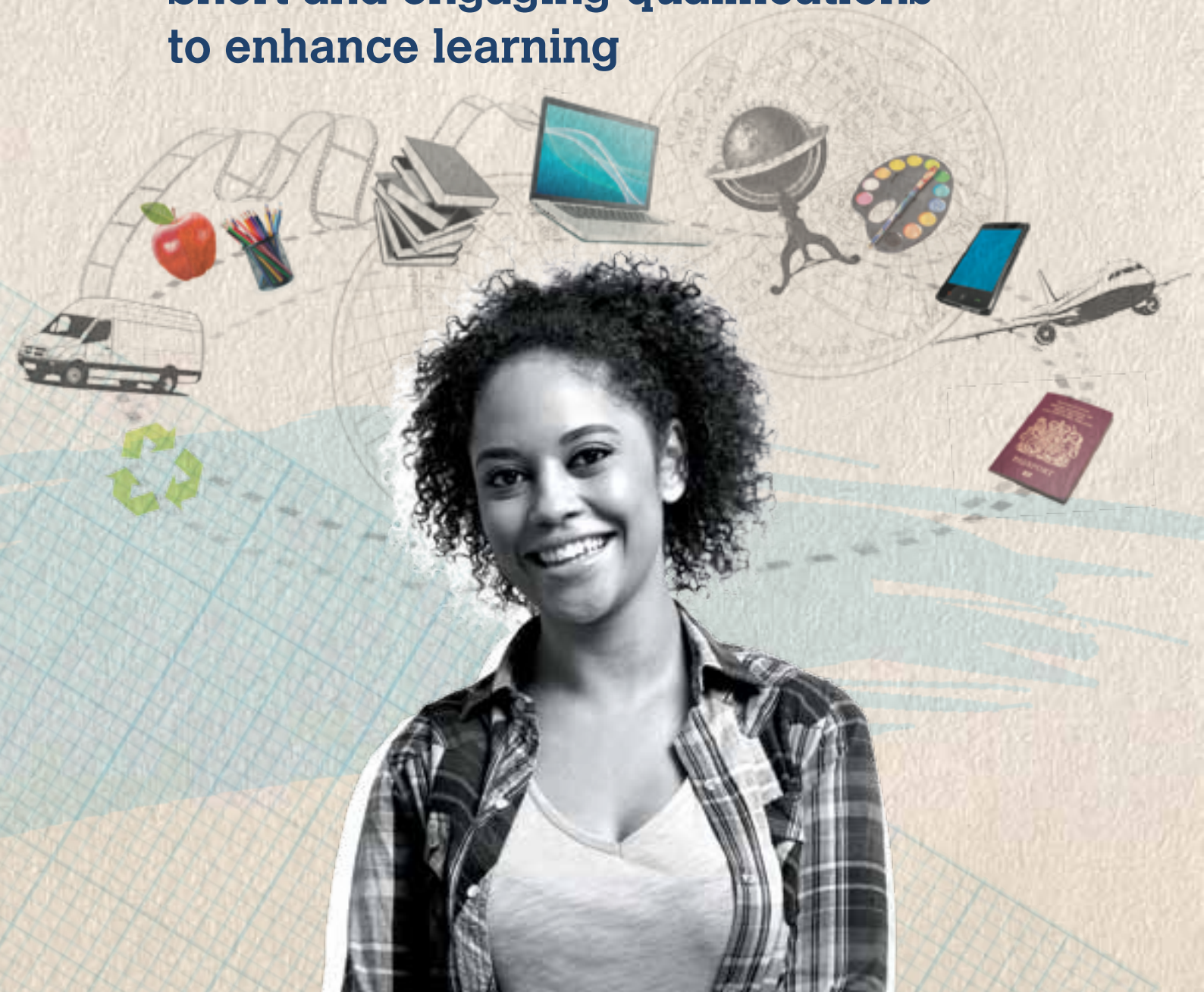
2011 - 2012 Issue 1



Welcome to Learning:

NCFE Induction and Enrichment Qualifications

Short and engaging qualifications to enhance learning



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Welcome to Learning

About NCFE

Last year over 340,000 learners from over 1,200 colleges, schools and training organisations chose NCFE as the Awarding Organisation to help them move their careers forward. We've an extensive range of general and vocationally related qualifications, from Entry Level up to and including Level 5 as well as Apprenticeships, Competence Based Qualifications, Foundation Learning, Skills for Learning and Functional Skills. They're suitable for a range of learners at all ages including 14-16, 16-18 and adult learners.

An introduction to learning - Induction and Summer Schools

At NCFE we understand the importance of a sound induction programme to ensure that those enrolled on a course of learning successfully complete it. It's important that those who enrol are offered the support and guidance they need to engage them from the outset and set them up for future success.

Whatever the age of the learner, whether they're studying a part-time or full-time course, a structured induction programme has many benefits and can transform their whole learning experience. For example, this can:

- promote engagement
- provide individualised support
- promote health and well-being
- develop an understanding of equality and diversity
- raise success and achievement
- develop personal and social skills
- develop study skills
- prepare for the main course of study
- help address any shortfall in learning as soon as possible.

We offer a number of qualifications that are commonly used in induction programmes. These qualifications are portfolio-based and most can be contextualised towards any sector. These general and vocational qualifications can also be used during your summer schools to offer a taster or refresher to the learner.

Tutorials and Enrichment Programmes

Tutorials and enrichment programmes are often required to supplement the main learning outcome for students and deliver key messages. You may be delivering significant amounts of learning that your learners could be achieving qualifications for... so why not accredit this training? Our Employability Skills qualifications, for example, map to the majority of topics covered in tutorials and enrichment programmes including working in a team, job search skills, job application skills, interview skills and managing time. Rewarding early success for a learner is an excellent way to motivate future achievement. What's more, the short courses in this booklet have low Guided Learning Hours and can therefore run alongside core delivery or within tutorials to enhance the teaching and engage the learner.

Your questions answered

For more advice/information on innovative curriculum planning, please get in touch with your local Business Development team. Check the website to find your local contact www.ncfe.org.uk or call us on **0191 239 8000**.*

* To continue to improve our levels of customer service, telephone calls may be recorded for training and quality purposes.



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What qualifications are available?

The following QCF qualifications slot perfectly into an induction programme or summer school and can also be used in tutorials/enrichment programmes or alongside a larger package of study. They also meet government agenda and funding criteria and many are part of Foundation Learning. So if you're looking for a qualification that gives your learners real life skills and helps motivate them with early achievement, you need look no further...

Preparation for Life and Work

The qualifications in this sector are key for developing the essential knowledge, skills and learning behaviours that learners need for life and work. Broad in appeal, these qualifications are engaging and relevant for learners. The portfolio method of assessment also means a high achievement rate.

Qualification Title	GLH*
NCFE Level 1 Award in Exploring Enterprise Skills (500/8446/X)	10 HOURS
NCFE Level 1 Award in Interpersonal Skills (500/8572/4)	30 HOURS
NCFE Level 1 Certificate in Personal Money Management (500/8624/8)	30 HOURS
NCFE Level 2 Award in Developing Enterprise Skills (500/8445/8)	40 HOURS
NCFE Level 1 Award in Sustainable Development (500/8215/2)	40 HOURS
NCFE Level 1 Award in Demonstrating Enterprise Skills (500/8444/6)	50 HOURS
NCFE Level 2 Award in Equality and Diversity (500/8314/4)	60 HOURS
Suites of qualifications	
NCFE Level 1 and 2 Awards in Developing Effective Thinking Skills Accreditation No: various	20 HOURS
NCFE Level 1 and 2 Awards in Volunteering Accreditation No: various	24 HOURS
NCFE Entry Level Awards in Solving Problems Accreditation No: various	20-40 HOURS
NCFE Entry Level Awards in Working Together Accreditation No: various	20-40 HOURS
NCFE Entry Level Awards in Making Progress Accreditation No: various	20-50 HOURS

*GLH = Guided Learning Hours

Qualification Title	GLH*
NCFE Level 1 and 2 Awards in Learning to Learn** Accreditation No: various	30 HOURS
NCFE Level 1-3 Awards in Job Search and Interview Skills Accreditation No: various	30 HOURS
Entry Level 3 and Level 1 Awards in Personal Achievement Accreditation No: various	30 HOURS
NCFE Entry Level 3, Level 1 and Level 2 Awards in Occupational Studies Accreditation No: various	30 HOURS+
NCFE Level 1-3 Awards in Employability Skills Accreditation No: various	36-60 HOURS
NCFE Getting on at Work suite of qualifications Accreditation No: various	54 HOURS+
NCFE Level 1 and 2 Awards in Mentoring Accreditation No: various	60 HOURS
NCFE Personal and Social Development suite of qualifications*** Accreditation No: various	60 HOURS+
NCFE Entry Level Award and Certificate in Work Skills Accreditation No: various	80-140 HOURS

**Please see case study on page 8

***Please see case study on page 9

Arts, Media and Publishing

The qualifications from this creative sector are ideal for use as vocational taster courses. For example, we have a range of qualifications involving new technologies and digital media, such as our innovative awards in Podcasting.

Qualification Title	GLH*
Suites of qualifications	
NCFE Level 1 and 2 Awards in Podcasting Accreditation No: various	20 HOURS
NCFE Level 1 Radio Production qualifications Accreditation No: various	20 HOURS+
NCFE Level 1 Music Technology qualifications Accreditation No: various	30 HOURS+
NCFE Level 2 Radio Production qualifications Accreditation No: various	30 HOURS+
NCFE Level 2 Music Technology qualifications Accreditation No: various	30 HOURS+
NCFE Level 1, 2 and 3 qualifications in Creative Craft Accreditation No: various	60-120 HOURS

*GLH = Guided Learning Hours



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Health, Public Services and Care

NCFE offers a wide range of Health, Public Services and Care qualifications covering one of the largest industries in the UK. Many of these qualifications support government agenda and raise awareness of national issues. They're also part of Foundation Learning and can be used as part of an induction programme or in conjunction with another learning programme.

Qualification Title	GLH*
NCFE Level 1 Award in Sexual Health Awareness (501/0254/0)	9 HOURS
NCFE Level 1 Award in Substance Misuse Awareness (501/0255/2)	13 HOURS
NCFE Level 1 Award in Mental Health Awareness (501/0253/9)	24 HOURS
NCFE Level 1 Award in Alcohol Awareness (501/0538/3)	27 HOURS
NCFE Level 2 Award in Helping Skills (500/6327/3)	45 HOURS
NCFE Level 1 Award in Introduction to Health, Social Care and Children and Young People's Settings (600/1303/5)	86-101 HOURS
NCFE Level 3 Certificate in Early Years Foundation Stage Practice (500/5779/0)	120 HOURS

*GLH = Guided Learning Hours

Leisure, Travel and Tourism

NCFE's Leisure, Travel and Tourism sector spans a range of qualifications from Sport to Tourism.

Qualification Title	GLH*
NCFE Level 1 Award in the Principles of Coaching Sport (600/0460/5)	33 HOURS
Level 2 Extended Award in Customer Service for the Leisure, Travel and Tourism Industry (600/2028/3)	37 HOURS
NCFE Entry Level Award in Health and Fitness (Entry 3) (500/9563/8)	55 HOURS
NCFE Level 2 Award in Introduction to the Passenger Shipping Industry (600/1330/8)	60 HOURS
NCFE Level 2 Award for Resort Representatives (500/8090/8)	60 HOURS

*GLH = Guided Learning Hours

Qualification Title	GLH*
NCFE Level 2 Award in the Principles of Coaching Sport (500/9847/0)	63 HOURS
NCFE Level 2 Award in Improving Personal Exercise, Health and Nutrition (500/8516/5)	90 HOURS
NCFE Level 1 Award in Exercise Studies (500/7997/9)	90 HOURS
NCFE Level 2 Certificate in the Principles and Preparations for Coaching Sport (501/1151/6)	93 HOURS
NCFE Level 1 Award in Introduction to the Travel and Tourism Industry (600/1654/1)	95 HOURS
NCFE Level 1 Award in Personal Development for the Outdoor Industry 501/1080/9	97 HOURS
Suites of qualifications	
NCFE Level 1-3 Awards in the Principles of Coaching Sport Accreditation No: various	33-67 HOURS
NCFE Entry Level 3 and Level 1 Awards in Sport and Leisure Accreditation No: various	75-100 HOURS

Please note that the qualifications are not limited to the 16-19 market and can be delivered to a wide range of learners. This list is just a taster and we have many more qualifications that might interest you - we're always adding new qualifications to our portfolio.

Why not check our website www.ncfe.org.uk for regular updates?

Our advanced qualification finder online allows you to filter results by Guided Learning Hours, price, sector, keyword, and credit value so you can find the qualification that exactly meets your requirements.

Visit www.ncfe.org.uk/qualificationfinder.aspx

Over 300 qualifications are approved for 16-18 funding. View our list of fundable qualifications online:

www.ncfe.org.uk/Qualifications/OptimiseYourFunding.aspx



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Bringing the qualifications to life...

NCFE New Start Students Build Career Skills at City of Westminster College

**CITY OF
WESTMINSTER
COLLEGE**

City of Westminster College students have participated in a range of exciting projects as part of their NCFE Level 1 Award in Personal and Social Development and Level 1 and 2 Awards in Developing Enterprise Skills and Employability Skills. These have helped them improve their creative, team working and organisational skills.

New / Fresh Start are 12-week courses that the college delivers from their Paddington Green Campus to engage learners and develop their skills, knowledge and confidence, as well as giving them the opportunity to gain a qualification such as NCFE Personal and Social Development, Developing Enterprise and Employability Skills.

As part of the course, working with youth arts organisation Paddington Arts, the students had the chance to produce a digital story on the theme of social change. This developed practical creative skills such as photography, storyboarding, sound engineering and editing.

Assisted and mentored by specialists from the Media Trust and Adobe Youth Voices, the learners created their stories over five sessions. Through their work on this project, they were able to meet a producer from BBC Big Screen and find out more about work experience opportunities in the media industry.

Sheromie Brewster, course tutor, says: "We have chosen NCFE qualifications as they give us the opportunity to deliver a more creative range of activities that benefit the students - enabling them to utilise and improve their skills as well as enhancing their education and career prospects.

"Feedback from the students has been very positive. They have gained more confidence and developed new skills. They have also enjoyed working as part of a team, planning and organising an event and fundraising for a charity."

At only 70 Guided Learning Hours, the NCFE Level 1 Award in Personal and Social Development is ideal for use in a structured induction programme, alongside other qualifications, to develop personal and social skills and prepare learners for further study and achievement.

Bringing the qualifications to life...

Gateshead College works with NCFE to achieve results



GATESHEAD COLLEGE

In 2010, NCFE worked with Gateshead College staff to develop a unique induction qualification, the **NCFE Level 1 Award in Learning to Learn (30 GLH)**. Gateshead College wanted a qualification they could deliver at the beginning of the academic year to help new students to:

- master the essential skills they need for their learner journey
- gain confidence by achieving a qualification at an early stage of their studies
- experience a high quality, standard induction, helping them to be a more effective and motivated learner.

Due to the success of this initial qualification, the 2 organisations worked together again, to develop the **Level 2 Award in Learning to Learn (also 30 GLH)**. This qualification aims to offer a differentiated approach to the development of effective learner behaviours, enabling students to reach their full potential.

Gillian Forrester, Head of Teaching and Learning Development at Gateshead College comments, "The need for this type of qualification has emerged from our teachers telling us that students are coming to college without the key learning behaviours they need to succeed in their learning. It is therefore a qualification written by teachers, to help learners to prepare for their main learning programme, developing a range of behaviours which allow students to make the most of their learning opportunities.

"Staff have said that students are working better in teams and come to lessons better prepared and more polite. They have reported seeing a greater confidence in students' independence and a greater sense of individual responsibility."

The internal observation team who grade the quality of learning lessons within the college have noted recently that the impact of the Learning to Learn programme is clearly evident in the quality of learning observed during sessions within the college. **Last academic year 29% of lessons observed were graded as outstanding; in the period September 11 – December 11, the figure was even better reaching a level of 40%.**



Foundation Learning

We've a growing list of Foundation Learning (FL) qualifications at both Entry Level and Level 1 that can complement this kind of induction study. Here are just a few examples and we've many more available:

NCFE Level 1 Award in Personal Money Management

NCFE Level 1 Award in Developing Effective Thinking Skills

NCFE Level 1 Award in Sustainable Development

NCFE Level 1 Award in Personal Effectiveness

NCFE Level 1 Award in Personal, Social and Health Education

NCFE Entry Level Award and Certificate in Personal and Social Development

NCFE Entry Level Award and Certificate in Work Skills

NCFE Entry Level Award and Certificate in Getting on at Work.

Foundation Learning aims to raise and support engagement, participation, achievement and progression through Entry Level and Level 1. To find out more, visit the Foundation Learning area of our website where you can download our full list of FL qualifications. You can also email us at news@ncfe.org.uk and request a Foundation Learning brochure.

NCFE Functional Skills – online, on demand and with frequent marking windows

We offer the full range of Functional Skills from Entry Level to Level 2 in English, Mathematics and ICT. At only 45 Guided Learning Hours, these qualifications are ideal for use within an induction programme to ensure learners have the vital literacy, numeracy and computer skills they need to succeed in their main programme of study. At NCFE, we want to ensure that running our Functional Skills qualifications is as easy as possible. That's why we offer you:

- flexible examination dates – completely on demand assessments for Level 1 and Level 2 qualifications meaning learners can sit whenever they're ready and you can pick the date and time that suits you
- 26 marking windows for the 2011-2012 academic session
- Bulk approval – if you apply for approval for one Functional Skill qualification, you'll get approval for them all
- great value registration prices including certification
- both paper based and online testing for the Level 1 and 2 qualifications
- timely issue of results
- high-quality support including free access to our Functional Skills experts
- free sample assessment materials
- bespoke training.

For further information, please visit our dedicated Functional Skills pages online at www.ncfe.org.uk

Occupational Studies

One of the key points raised again and again by employers is the suitability of training courses for the career paths that they're intended to lead to. This is why we've developed NCFE Occupational Studies - a range of qualifications tailored to give learners an introduction to specific careers, offering a taster of particular occupational areas. The Occupational Studies suite is designed to be accessible to all learners of all abilities with the core aim of providing learners with a platform upon which to further develop their skills and learning. Covering 14 vocational areas, including general employability skills, this qualification suite can help to provide the building blocks towards further study and apprenticeships.

Available at Entry Level 3 to Level 2 in Awards and Certificates – Occupational Studies offers a range of optional units allowing learners to gain skills in a variety of sectors. This suite of qualifications is great for 16-18 and adult learners alike and might fit well in your Foundation Learning (Entry Level 3 and Level 1) or unemployed offer for example. All qualifications are eligible for 16-18 funding and the Entry 3 and Level 1 qualifications are currently fundable for adults under the Single Adult Skills Budget. For more information on funding availability please visit the Learning Aim Reference Application (LARA) online.

The Vocational Areas:

- Horticulture
- Hospitality & catering
- Media
- Office administration
- Retail
- Sport, leisure & tourism
- Vehicle studies
- Agriculture
- Construction
- Design
- Digital technology
- Engineering
- Hairdressing & beauty
- General employability

Successful learners are not intended to be occupationally competent but will get a taste of what it's like to work in one or more of these sectors. There are no mandatory units, giving you the freedom to put together a programme of study that suits your learners. To allow maximum flexibility for you and your learners, we've made a number of options available, from Entry Level 3 through to Level 2:

- 600/2809/9 Entry Level Award in Exploring Occupational Studies (Entry 3) 30 GLH, 3 credits
- 600/2810/5 Entry Level Award in Occupational Studies (Entry 3) 60 GLH, 6 credits
- 600/2813/0 Entry Level Certificate in Occupational Studies (Entry 3) 130 GLH, 13 credits
- 600/2843/9 Level 1 Award in Exploring Occupational Studies 30 GLH, 3 credits
- 600/2853/1 Level 1 Award in Occupational Studies 60 GLH, 6 credits
- 600/2856/7 Level 1 Certificate in Occupational Studies 130 GLH, 13 credits
- 600/2857/9 Level 2 Award in Exploring Occupational Studies 30 GLH, 3 credits
- 600/2873/7 Level 2 Award in Occupational Studies 60 GLH, 6 credits
- 600/2858/0 Level 2 Certificate in Occupational Studies 130 GLH, 13 credits



Pathways to Employability - Qualifications designed to equip the workforce of tomorrow...

In these challenging economic times, it's vital we all have the right skills to gain employment and improve our career prospects. With this in mind, NCFE has developed a range of key qualifications that will prepare learners for the labour market. These qualifications provide learners with the essential numeracy, literacy, ICT, vocational and personal skills required by employers and many have low Guided Learning Hours meaning they're ideal for use in an induction programme.

Our qualifications have a broad appeal, are eligible for public funding, and will specifically benefit the following groups:

- learners aged 14 -19
- people in employment who want to develop their skills
- people facing unemployment
- the unemployed.

The qualifications can be delivered in a range of settings, for example online, in the workplace, via distance learning, in a classroom or college environment. They're designed to support learners through each step of their work-ready development and cover the following areas:

- Pathways to vocational learning
- Vocational qualifications
- Apprenticeships
- Functional Skills
- Securing employment
- Business start-up
- Accreditation for employer training (this allows you to write, develop and deliver a bespoke qualification which is then quality assessed and accredited by NCFE).

If you'd like to find out more, you can order a Pathways to Employability brochure by emailing news@ncfe.org.uk.



NCFE Apprenticeships

With more emphasis being placed on the curriculum and closing the skills gap, Apprenticeships are becoming an increasingly popular option. They allow learners to gain real workplace experience while at the same time gaining a nationally recognised qualification. NCFE offers a range of full Apprenticeships and related qualifications at both Intermediate and Advanced levels. Our Apprenticeships cover the following sectors:

- Health, Public Services and Care
- Retail and Commercial Enterprise
- Leisure, Travel and Tourism
- Business, Administration and Law
- Education and Training.

Some of our most popular full Apprenticeship packages include:

- Intermediate and Advanced Apprenticeships in Business and Administration
- Intermediate Apprenticeship in Cleaning and Environmental Services
- Intermediate and Advanced Apprenticeships in Health and Social Care
- Intermediate Apprenticeship in Leisure Operations
- Advanced Apprenticeship in Spectator Safety
- Intermediate and Advanced Apprenticeships in Retail.

We're not just limited to providing full Apprenticeships...

Whether you're looking for a range of qualifications to help with achievement or providing learners with a pathway into Apprenticeships – we can help you! We've many qualifications that can be used towards part provision of Apprenticeships that we don't currently offer in full. You can read more about these at www.ncfe.org.uk and in our Apprenticeship Directory.

To request a copy of our Apprenticeship Directory, email news@ncfe.org.uk



Supporting Progression to Apprenticeships

NCFE Progression to Apprenticeship qualifications offer an excellent opportunity for would-be apprentices to get a head start and be better prepared for their chosen Apprenticeship. We've a large suite of qualifications that can support employers and learners to get the best from their Apprenticeship programme. These include:

- **Developing Effective Thinking Skills**
- **Learning to Learn**
- **Equality and Diversity**
- **Employability Skills**
- **Job Search and Interview Skills.**

To find out more, please visit our Apprenticeship pages online, where you can download a [Directory of NCFE Apprenticeships](#).



Customer Service - the NCFE way

At NCFE, we're passionate about providing exceptional customer service and exceeding your expectations. We think our approach to customer service makes us different - easy to do business with, flexible and responsive. We're different because we offer:

- personal named contacts
- super fast service
- competitive and clear pricing structure
- clear, easy to read qualification information.

To find out more about customer service – the NCFE way, please see our website www.ncfe.org.uk, which gives details of all our service level agreements and more.

To find out more...

To request further information on any of the qualifications listed here email info@ncfe.org.uk, call **0191 239 8000** or you can download information from our website - www.ncfe.org.uk.

Getting started with NCFE couldn't be easier. If you already run NCFE qualifications, you simply need to complete the 'application to offer additional products' form and send to your Centre Support contact. Once we process your application, you'll automatically be approved to start running the qualifications you've requested.

If you're new to working with us and currently approved by another recognised Awarding Organisation we probably won't even need to carry out an approval visit. You just need to complete the 'application to become an approved centre' form and return it to us.

We'll process your approval application within 5 working days of receipt – visit www.ncfe.org.uk and look in our Documents section to download the relevant approval forms.

We're here to help

Our Business Development team can help you get the most out of NCFE's products and services. If you'd like to find out how NCFE can help to support your centre, please get in touch with your local contact by visiting us online at www.ncfe.org.uk or calling us on **0191 239 8000**.*

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Functional Skills



Functional Skills will replace Key Skills in August 2012

Our helpful, flexible and responsive approach is designed to minimise the impact for you, your students and your organisation.

NCFE can help you make the switch in a number of ways:

- high quality personal support including free access to our Functional Skills experts
- a personal External Moderator and Centre Support contact to help you adjust
- 2 free External Moderation visits per academic session
- bespoke training to help you get the most from NCFE Functional Skills
- free guide to Functional Skills
- free access to online help tools – including FAQs and Chief Examiner reports
- free sample assessment materials
- free Qualification Support Packs to help with your delivery
- great value combined registration and certification prices
- fair and transparent marking system – all our external assessments are examiner marked
- both paper based and online testing for the Level 1 and 2 qualifications
- flexible examination dates – our completely on demand assessments mean learners can sit whenever they're ready and you can pick the date and time that suits you
- 26 marking windows for the 2011-2012 academic session
- timely issue of results – a minimum of 15 working days and a maximum of 25 working days
- 1 day turnaround on certification.

Contact us on the below details to find out how NCFE can help with your Functional Skills delivery.

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