



*The purpose-built Skills Academy provides an excellent environment for students to progress well on a wide range of vocational courses*

**Ofsted November 2011**

# The Skills Academy

Guide to Courses ~ September 2012



# Helping to fulfil the potential of young people



*Learning was fun at The Skills Academy, my tutor related learning to practical experience which meant I knew what to expect when I went on work placement at ASDA. At The Skills Academy I learnt the skills to do my job and achieved what I wanted, I now work full time at George in ASDA.*

**Niome Casey Level 2 Business 2010-2011**

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## The Skills Academy

Thank you for taking the time to look through this guide to our post 16 learning opportunities at The Skills Academy.

The Skills Academy is part of Lees Brook Community School, Chaddesden, Derby. Lees Brook has an excellent reputation for providing high quality learning opportunities for young people up to the age of 16 and these high standards have been extended to our post 16 provision.

The centre provides courses for young people aged 16 to 18 who need a more specialised curriculum to help them achieve their full potential and enable them to progress on to further education, training and employment.

It concentrates on courses at Entry Level, Level 1, Level 2 and Level 3 that are mainly vocational in nature and allow students to experience real work situations as they gain qualifications.

As well as following a vocational course, students are able to gain additional qualifications in Functional Skills like English and Mathematics. Students will also be able to take part in a range of enrichment activities that help their personal development.

This guide has been designed to give you more information about the courses on offer as well as giving you details on how to apply.

If you choose to attend The Skills Academy you can be assured that our teaching and support staff will provide you with a first class learning experience.

Best wishes

**Phil Dover**

Head teacher

**Joe Mc Colgan**

Assistant Head teacher  
Director of The Skills Academy

*The Skills Academy is an outstanding facility with industry standard resources, and specialises in meeting the needs of students with few qualifications on entry.*

**Ofsted 2011**

# General Information

## Why should I choose The Skills Academy?

The Skills Academy is a new, state of the art, modern building which provides a welcoming and creative learning environment for students. If you decide to enrol on one of our courses you will benefit from:

- Small sized teaching groups where you will receive individual attention and support from a dedicated team of tutors and support staff.
- A form tutor who will be on hand to advise and guide you through your course.
- A fully equipped hair and beauty salon, catering kitchen and construction centre.
- A modern astoturf football facility.
- Up to date computer and library facilities.
- Brooks Bistro - our café where you can meet friends and enjoy healthy snacks and meals.
- Opportunities to take part in recreational and leadership activities.

## How do I get to the new centre?

If you live in the Chaddesden, Oakwood, Spondon or Breadsall areas of Derby you may find that you are within reasonable walking distance to The Skills Academy. If you live in other parts of Derby or areas surrounding the city you may have to use a bus. There are regular bus services from Derby City centre that pass the entrance of The Skills Academy throughout the day.

## Will there be a dress code at The Skills Academy?

Students will be expected to wear practical clothing to work in some of the vocational areas. Students studying Construction, Professional Cookery, Hairdressing and Beauty Therapy will wear clothing that is practical and safe for working in this type of environment. There will be some additional costs involved with the specialist uniforms. At other times when you come to The Skills Academy to do general classroom based activities there is an expectation to wear smart casual clothing. Extreme forms of tattooing, body piercing or hairstyles are not allowed.

## What courses are available at The Skills Academy?

Qualification & Level	Foundation Entry Level 3	Foundation Level 1	Intermediate Level 2	Advanced Level 3	Page Numbers
Beauty Therapy					4, 6, 7, 8
Business					9
Catering					4, 5, 10, 11
Construction					4, 5, 12, 13
Gardening & Horticulture					4, 5
Hairdressing					4, 5, 14, 15, 16
Health & Social Care					17, 18
Working with Children					4
Approximate comparability in Level	Pre GCSE	GCSE grades D-G	GCSE grades A* -C	A' Levels BTEC National Certificate or Diploma	

## What do the different levels mean?

### Foundation Learning

Whatever your starting point or previous level of education our Step Up Entry Level and Level 1 Vocational courses help develop your confidence whilst you gain the skills you need to progress onto the next course level. If you have left school with GCSEs at grade E or below or you have some other entry level qualifications, there are lots of choices open to you. Depending on your interests you can take vocational options where you can study subjects such as gardening and horticulture, construction, hospitality and catering, working with children, hairdressing and beauty therapy.

If you have a clear idea of the career path you would like to follow and you have achieved 3 GCSE's at grade E to G, or an Entry Level 3 Diploma we offer Level 1 Vocational courses in Health and Social Care, Hairdressing, Beauty Therapy, Hospitality and Catering, and Construction. Alongside your vocational course you will continue to study English and Mathematics. There will also be opportunities for you to develop your Information Technology skills and our Personal and Social Development programme will help you to get you on track and prepare you for the next level of course or employment.

### Intermediate Learning

Our Level 2 Vocational courses are practical based and are available in a wide range of work-related subject areas. You will develop skills and experience which reflect the current and future workplace needs around a specific career path. If you have left school with 3 GCSEs at grade A-D or equivalent to include English, a vocational course may be for you.

Courses are designed with employability in mind. We offer qualifications in Hospitality and Catering, Business, Health and Social Care, Hairdressing, Construction and Beauty Therapy. These courses lead directly into employment or enable you to progress onto a Level 3 course in a related subject. Alongside your vocational course you will continue to study English and Mathematics if you have not gained an A - C grade in these prior to enrolling. Improving your English and Mathematics will help prepare you for the next level of course or employment.

### Advanced Learning

We offer Level 3 Vocational courses in Hairdressing and Beauty Therapy. You will develop the advanced techniques and experience required to gain employment in the hairdressing or beauty therapy sectors. If you have gained a Level 2 qualification in Hairdressing or Beauty Therapy and achieved English grade A - C or equivalent and have aspirations to pursue a career as a hairdresser or beauty therapist these qualifications will help that process. A Level 3 qualification will also help you if you wish to pursue university level study. These qualifications are respected within the hair and beauty industry and are proof that you have the right skills to do your job well. Alongside your vocational course if you have not gained an A - C grade in Mathematics you will continue to study Mathematics to prepare you for the next level of course or employment.



## Step Up Programme

Course Level: **Foundation Entry level**

Course Length: **1 Year**



### Why should I take this course?

The Step Up Programme is for you if you enjoy learning through practical activities and wish to become more self confident and develop greater independence. It is designed to introduce you to vocational areas such as gardening and horticulture, hairdressing, beauty therapy, hospitality and catering, construction skills and working with children. You will also undertake a wide range of personal and social development activities to help improve your general life skills.

### What do I need to join the course?

- You must be 16- 18 years old at the beginning of the course.
- You are not expected to have prior achievement or qualifications; it is expected, however, that you have some word and number recognition to access at least Entry Level 1 Functional Skills in English, Mathematics and ICT.
- You will be required to attend an interview and a satisfactory reference will need to be provided by your previous school or college.

### What will I learn on the course?

You will choose one of the following vocational options:

- Gardening and Horticulture
- Hairdressing
- Beauty Therapy
- Construction
- Catering
- Working with Children

You will also take the following personal development units:

- Assertiveness and decision making
- Developing healthy lifestyles
- Health and fitness
- Personal career preparation
- Developing personal study skills
- Introduction to food, drink and cooking
- Introduction to health and safety
- Outdoor education
- Induction to college

### How will I be assessed?

You will be assessed by tutors at The Skills Academy on an ongoing basis. You will be required to produce a portfolio of evidence; your portfolio will be externally verified by the awarding body.

### What qualification will I achieve if I successfully complete the course?

The name of the qualification you will achieve if you successfully complete the course is:

Entry Level Step Up Diploma in Vocational & Personal Development Skills

### Will I be able to gain any additional qualifications?

As part of the Foundation Learning Programme you will also be required to take qualifications in English, Mathematics and ICT.

### Will I need to buy any special clothing or equipment to do this course?

You will be required to purchase some specialist clothing if you choose to take Construction, Catering, Gardening and Horticulture, Beauty Therapy or Hairdressing. You will be advised about the cost of the clothing during interviews.

### What will I be able to progress onto after the course finishes?

You will be able to progress onto a Level 1 Vocational Course.

*It's not like normal sixth form. The groups are small & we get along. The Academy has made a big difference to us.*

**Learner comment to Ofsted inspector 2011**



## **BTEC Introductory Diploma in Vocational Studies**

Course Level: **Foundation Level 1**

Course Length: **1 Year**

### **Why should I take this course?**

The BTEC Introductory Diploma in Vocational Studies has been developed to give you the opportunity to experience several different vocational programmes because at this stage you may not have yet decided that you want to concentrate on one particular area. You will have the opportunity to sample units from different vocational areas like gardening and horticulture, hospitality and catering, construction skills, working with children and hairdressing. You will also have the opportunity to develop a range of personal skills and qualities essential for successful performance in working life.

### **What do I need to join the course?**

- You must be 16 - 18 years old at the beginning of the course.
- You are expected to have followed a GCSE or Entry Level programme of study at school and have a reasonable standard of literacy and numeracy.
- You will be required to attend an interview and a satisfactory reference will need to be provided by your current or last school or college.

### **What will I learn on the course?**

You will choose vocational units in at least two of the following areas:

- *Gardening and Horticulture*
- *Catering*
- *Construction*
- *Health and Social Care*
- *Hairdressing*

You will also take the following personal development units:

- *Healthy lifestyles and taking part in exercise and fitness*
- *Interview and career preparation*

### **How will I be assessed?**

You will be assessed by tutors at The Skills Academy on an ongoing basis. You will be required to produce a portfolio of evidence; your portfolio will be externally verified by the awarding body.

### **What qualification will I achieve if I successfully complete the course?**

The name of the qualification you will achieve if you successfully complete the course is:

BTEC Introductory Diploma in Vocational Studies

### **Will I be able to gain any additional qualifications?**

As part of the Foundation Learning Programme you will also be required to take qualifications in Functional Skills - English, Mathematics and ICT.

### **Will I need to buy any special clothing or equipment to do this course?**

You will be required to purchase some specialist clothing if you choose to take Construction, Catering, Gardening and Horticulture or Hairdressing. You will be advised about the cost of the clothing during interviews.

### **What will I be able to progress onto after the course finishes?**

If you achieve the Introductory Diploma in Vocational Studies you will be able to progress onto a variety of courses within Gardening and Horticulture, Hospitality and Catering, Construction, Health and Social Care and Hairdressing.

*Relationships between students,  
teachers and teaching assistants are strong.*

**Ofsted 2011**



## Introduction to the Hair and Beauty Sector (Beauty Therapy)

Course Level: **Foundation Level 1**

Course Length: **1 Year**

### Why should I take this course?

If you are thinking about a career in beauty therapy then this course will help you on your way. This course will raise awareness of the beauty therapy industry and you will learn some basic practical skills; employability skills such as working as a team member, meeting deadlines and communicating with each other are also developed. The course provides the opportunity to learn in a realistic working environment.

### What do I need to join the course?

- You must be 16 - 18 years of age at the start of the course year.
- Three GCSE's at grade E to G or an Entry 3 Level Diploma.
- You be required to attend an interview and take part in a practical skills test.
- A satisfactory reference will need to be provided by your current or last school or college.

### What will I learn on the course?

You will take the following units on the course:

- Introduction to the hair and beauty sector
- Presenting a professional image in a salon
- Follow health and safety in the salon
- Working with others
- Skin care
- Applying basic make-up
- Themed face painting
- Nail art
- Provide basic manicure
- Provide basic pedicure
- Create a hair and beauty image
- Salon reception duties
- The art of photographic make-up

### How will I be assessed?

Assessment is ongoing and will include observation of practical tasks, written tests, oral questions and assignments. Evidence of competency will be included in a portfolio which will be externally verified by the awarding body.

### What qualification will I achieve if I successfully complete the course?

The name of the qualification you will achieve if you successfully complete the course is:

Level 1 Diploma Introduction to the Hair & Beauty Sector (*Beauty Therapy*)

### Will I be able to gain any additional qualifications?

As part of the Foundation Learning Programme you will be required to take qualifications in Functional Skills - English, Mathematics, Personal and Social Development.

### Will I need to buy any special clothing or equipment to do the course?

- 2 white tunics
- 1 pair of black salon trousers
- 1 black salon cardigan
- 1 pair of black shoes
- A fob watch
- 2 text books

### What will I be able to progress onto after the course finishes?

On achievement of the full Level 1 Diploma you will be able to progress onto a Level 2 Diploma in Beauty Therapy or Hairdressing.

*My daughter enjoys the course and how helpful her teachers are. She is good at interacting with the clients and steps up to the challenges this course offers.*

**Parent of Beauty Therapy student**



**Level 2 NVQ Diploma in Beauty Therapy**  
Course Level: **Intermediate Level 2**  
Course Length: **1 Year**

### Why should I take this course?

This course will provide you with the necessary skills and knowledge to work as a beauty therapist. You will study in a realistic working environment; the course combines both the theory and practical aspects of working within a salon.

### What do I need to join the course?

- You must be 16 – 18 years old at the start of the course and have a genuine interest in working in the beauty therapy industry.
- Three GCSEs at grades A to D or Level 2 equivalent, including a grade D or equivalent in English.
- Special consideration will be given to learners have achieved a full Level 1 Diploma with Functional Skills equivalent to D grade.
- You will need to attend an interview.
- You will also be required to take part in a practical skills assessment.
- A satisfactory reference will need to be provided by your current or last school or college.

### What will I learn on the course?

You will take the following units on the course:

- Health and safety
- Develop and maintain effectiveness at work
- Promote additional products and services to customers
- Fulfil salon reception duties
- Provide facial skin care treatments
- Enhance the appearance of eyebrows and eyelashes
- Provide make-up services
- Provide manicure services
- Provide pedicure services
- Carry out waxing services

### How will I be assessed?

You will be continually assessed throughout the course by a variety of different methods including practical observations, oral questions, written tests, assignments, personal appearance and a portfolio of evidence.

### What qualification will I achieve if I successfully complete the course?

The name of the qualification you will achieve if you successfully complete the course is:

Level 2 NVQ Diploma in Beauty Therapy

### Will I be able to gain any additional qualifications?

If you have not already gained a higher grade pass (grade A\* to C) in English and Mathematics you will be required to attend Functional Skills in English and Mathematics as part of your course.

### Will I need to buy any special clothing or equipment to do the course?

- 2 white tunics
- 1 pair of black salon trousers
- 1 black salon cardigan
- 1 pair of black shoes
- A fob watch
- 2 text books

### What will I be able to progress onto after the course finishes?

On achievement of the Level 2 NVQ Diploma in Beauty Therapy you will be able to progress onto a Level 3 qualification in Beauty Therapy or move into employment in the beauty therapy industry.



### Level 3 NVQ Diploma in Beauty Therapy (Massage)

Course Level: **Advanced Level 3**

Course Length: **1 Year**



#### Why should I take this course?

This course builds on the existing knowledge gained during Level 2 NVQ Diploma in Beauty Therapy. Combining both theory and practical during the year, you will extend your skills and experience by learning a range of advanced techniques in massage and advanced facial therapy.

#### What do I need to join the course?

- You must be 16 - 18 years old at the start of the course and have a desire to move into employment in the beauty industry.
- Level 2 NVQ Diploma in Beauty Therapy.
- A grade C in English or Functional English equivalent.
- You will need to attend an interview.
- A satisfactory reference will need to be provided by your current or last school or college.

#### What will I learn on the course?

You will take the following units on the course:

- Monitor procedures to safely control work operations
- Contribute to the planning and implementation of promotional activities
- Provide body massage treatments
- Provide Indian head massage
- Carry out massage using pre-blended aromatherapy oils
- Provide stone therapy treatment
- Provide facial electrical treatments

#### How will I be assessed?

You will be continually assessed throughout the course by a variety of different methods including practical observations, oral questions, written tests, assignments, personal appearance and a portfolio of evidence.

#### What qualification will I achieve if I successfully complete the course?

The name of the qualification you will achieve if you successfully complete the course is:

Level 3 NVQ Diploma in Beauty Therapy (Massage)

#### Will I be able to gain any additional qualifications?

If you have not already gained a higher grade pass in GCSE Mathematics you will study Functional Skills in Mathematics as part of your course.

#### Will I need to buy any special clothing or equipment to do the course?

- 2 white tunics
- 1 pair of black salon trousers
- 1 black salon cardigan
- 1 pair of black shoes
- A fob watch
- 2 text books

#### What will I be able to progress onto after the course finishes?

When you have achieved the Level 3 NVQ Diploma in Beauty Therapy Massage you will be fully qualified to work in the beauty therapy industry. You will be able to progress into higher education and study a foundation degree or move into employment. Career opportunities include:

- Working in beauty salons
- Working in health spas
- Working on cruise liners
- Moving into salon management
- Training to be a teacher/assessor in beauty therapy



**BTEC Level 2 Diploma in Business**  
Course Level: **Intermediate Level 2**  
Course Length: **1 Year**



### Why should I take this course?

This qualification is designed to provide a specialist work-related qualification in business. The course will give you the knowledge, understanding and skills you need to prepare for employment in the business sector. You will take part in business enterprise events to raise money for charity. You will be expected to attend educational visits to a range of businesses to enhance your understanding of how they operate, for example, Denby Pottery, Coca Cola Enterprises Ltd., Cadburys World and Rolls Royce.

### What do I need to join the course?

- You must be 16 - 18 years old at the start of the course and have a genuine interest in working in the business sector.
- Three GCSEs at grades A to D or Level 2 equivalent, including a grade D or equivalent in English.
- Special consideration will be given to learners have achieved a full Level 1 Diploma with Functional Skills equivalent to D grade.
- You will need to attend an interview.
- A satisfactory reference will need to be provided by your current or last school or college.

### What will I learn on the course?

You will take the following units on the course:

- Business purposes
- Business organisations
- Financial forecasting for business
- People in organisations
- Customer relations
- Business enterprise
- Visual merchandising and display techniques for retail business
- Enterprise in the workplace

### How will I be assessed?

The primary aim of assessment of the BTEC Diploma in Business is to allow you to demonstrate achievement. All units contributing to the qualification are assessed using internally set assessments. All units are graded P (pass), M (merit), or D (distinction).

### What qualification will I achieve if I successfully complete the course?

The name of the qualification you will achieve if you successfully complete the course is:

**BTEC Level 2 Diploma in Business**

### Will I be able to gain any additional qualifications?

If you have not already gained a higher grade pass grade (A\* - C) in GCSE English and Mathematics you will be required to attend Functional Skills in English and Mathematics as part of your course. You will also have the opportunity to undertake a Level 2 short qualification in Developing Enterprise Skills.

### Will I need to buy any special clothing or equipment to do the course?

You will be required to dress smartly and professionally when attending educational visits.

### What will I be able to progress onto after the course finishes?

On achievement of a BTEC qualification, you can progress to employment or continue to a higher level in the same, or related vocational area.

*My confidence has developed by interacting with others while I have been studying at The Skills Academy. I have taken a lead role in planning a charity football match for comic relief, I had to liaise with members of staff and other students to set up the event.*

**Business Studies student**



## Level 1 Certificate in Investigating the Hospitality Industry

Course Level: **Foundation Level 1**

Course Length: **1 Year**

### Why should I take this course?

If you are thinking about a career in hospitality and catering then this course will help you on your way. The course will give you the opportunity to develop initial catering skills and knowledge in a lively, realistic and practical way. You will learn how to prepare and serve food and drink in a variety of settings and cover all aspects of hygiene and food safety. You will gain basic experience of both traditional and modern culinary skills. The course is practically based supported with some theory work.

### What do I need to join the course?

- You must be 16 - 18 years of age at the start of the course year.
- Three GCSE's at grade E to G or an Entry Level 3 Diploma.
- You be required to attend an interview and take part in a practical skills test.
- A satisfactory reference will need to be provided by your current or last school or college.

### What will I learn on the course?

You will take the following units on the course:

- An overview of the hospitality and catering industry
- Skills to prepare and cook a variety of food
- Experience of working in an industrial kitchen
- Introduction to healthier foods and special diets
- A food safety qualification

### How will I be assessed?

Assessment is ongoing and will include observation of practical tasks, written tests, oral questions and assignments. Evidence of competency will be included in a portfolio which will be externally verified by the awarding body.

### What qualification will I achieve if I successfully complete the course?

The name of the qualification you will achieve if you successfully complete the course is:

Level 1 Certificate in Investigating the Hospitality Industry

### Will I be able to gain any additional qualifications?

As part of the Foundation Learning Programme you will also be required to take qualifications in Functional Skills - English, Mathematics, Personal and Social Development.

### Will I need to buy any special clothing or equipment to do the course?

- 2 long sleeve chefs jackets
- 2 pairs of black check chefs trousers
- 2 black checked hats
- 3 white bib aprons
- 2 black check neckerchiefs
- 1 pair of black safety shoes or clogs

You will be required to pay around £6.00 per week for the cost of ingredients.

### What will I be able to progress onto after the course finishes?

On achievement of the full foundation programme you will be able to progress onto the Level 2 Diploma in Professional Cookery.

*I enjoy practical lessons and the theory lessons are fun; they involve games and role play, The Skills Academy is a good place to build confidence.*

**Catering student**



## Level 2 Diploma in Professional Cookery

Course Level: **Intermediate Level 2**

Course Length: **1 Year**



### Why should I take this course?

This qualification is designed to provide a specialist work-related qualification in hospitality and catering. This course will give you the knowledge, understanding and skills that you need to prepare for employment. You will learn how to prepare and serve food and drink in a variety of settings and cover all aspects of hygiene and food safety. The course is practically based supported with some theory work.

### What do I need to join the course?

- You must be 16 - 18 years of age at the start of the course year.
- Three GCSEs at grades A to D or Level 2 equivalent, including a grade D or equivalent in English.
- Special consideration will be given to learners have achieved a full Level 1 Diploma with Functional Skills equivalent to D grade.
- You will need to attend an interview.
- You will also be required to take part in a practical skills assessment.
- A satisfactory reference will need to be provided by your current or last school or college.

### What will I learn on the course?

You will take the following units on the course:

- Investigate the hospitality and catering industry
- Food safety in catering
- Health and safety in catering and hospitality
- Healthier foods and special diets
- Kitchen operations, costs and menu planning
- Applying workplace skills
- Prepare and cook; snacks, soups and sauces, fruit and vegetables, meat and offal, poultry, fish and shellfish, rice, pasta, grains and egg dishes, desserts and puddings and bakery products

### How will I be assessed?

Assessment is ongoing and will include observation of practical tasks, written tests, oral questions, assignments and work placements. Evidence of competency will be included in a portfolio.

### What qualification will I achieve if I successfully complete the course?

The name of the qualification you will achieve if you successfully complete the course is:

Level 2 Diploma in Professional Cookery

### Will I be able to gain any additional qualifications?

If you have not already gained a higher grade pass (grade A\* to C) in GCSE English and Mathematics you will undertake Functional Skills in English and Mathematics as part of your course.

### Will I need to buy any special clothing or equipment to do the course?

- 2 long sleeve chefs jackets
- 2 pairs of blue check chefs trousers
- 2 blue checked hats
- 3 white bib aprons
- 2 blue check neckerchiefs
- 1 pair of black safety shoes or clogs

You will be required to pay around £6.50 per week for the cost of ingredients.

### What will I be able to progress onto after the course finishes?

On achievement of the Level 2 Diploma in Professional Cookery you will be able to progress to a Level 3 qualification in hospitality & catering or move into employment within the industry.



## BTEC Level 1 Diploma in Construction

Course Level: Foundation Level 1

Course Length: 1 Year

### Why should I take this course?

If you are thinking about a career in construction then this course will help you on your way. On the course you will develop bricklaying, carpentry, painting and decorating skills. Employability skills such as working as a team member, meeting deadlines and communicating with each other are also developed; there will be opportunities to take part in work experience in the local community. This qualification has been designed to help learners understand aspects of the construction industry and the skills required to work successfully in the industry.

### What do I need to join the course?

- You must be 16 - 18 years of age at the start of the course year.
- Three GCSEs at grade E to G or an Entry 3 Level Diploma.
- You will need to attend an interview.
- A satisfactory reference will need to be provided by your current or last school or college.

### What will I learn on the course?

You will take the following units on the course:

- Starting work in construction
- Health, safety and welfare in construction
- Developing bricklaying skills
- Developing carpentry skills
- Developing joinery skills
- Developing construction painting skills
- Developing construction decorating skills
- Working as a team to move and handle resources
- Producing a timber product
- Developing home improvement skills

### How will I be assessed?

All units within the course are assessed. Each unit has specified assessment criteria which must be used. A lot of emphasis is placed on practical work during assessment although there will also be assessed written assignments which need to be completed. To achieve a 'pass' a learner must satisfy all of the assessment criteria.

### What qualification will I achieve if I successfully complete the course?

The name of the qualification you will achieve if you successfully complete the course is:

BTEC Level 1 Diploma in Construction

### Will I be able to gain any additional qualifications?

As part of the Foundation Learning Programme you will also be required to take qualifications in Functional Skills - English, Mathematics, Personal and Social Development.

### Will I need to buy any special clothing or equipment to do the course?

- Steel toe capped shoes or boots
- Overalls
- Protective gloves

### What will I be able to progress onto after the course finishes?

On achievement of the full foundation programme you will be able to progress onto the BTEC Level 2 Diploma in Construction or other related Level 2 courses.

*Since my son came to The Skills Academy he has turned his life around. He is confident. His communication skills are one hundred per cent better. You can have a conversation with him and he is no longer afraid to ask questions.*

**Parent of Construction student**



## **BTEC Level 2 Diploma in Construction**

Course Level: **Intermediate Level 2**

Course Length: **1 Year**



### **Why should I take this course?**

This qualification is designed to provide a specialist work-related qualification in construction. The course will give you the knowledge, understanding and skills that you need to prepare for employment in the construction industry.

### **What do I need to join the course?**

- *What do I need to join the course?*
- *You must be 16 - 18 years old at the start of the course and have a genuine interest in working in the construction industry.*
- *Three GCSEs at grades A to D or Level 2 equivalent, including a grade D or equivalent in English.*
- *Special consideration will be given to learners have achieved a full Level 1 Diploma with Functional Skills equivalent to D grade.*
- *You will need to attend an interview.*
- *A satisfactory reference will need to be provided by your current or last school or college.*

### **What will I learn on the course?**

You will take the following units on the course:

- *Structure of the construction industry*
- *Exploring health, safety and welfare in construction*
- *Sustainability in the construction industry*
- *Exploring carpentry and joinery*
- *Performing joinery operations*
- *Performing carpentry operations*
- *Exploring trowel operations*
- *Performing block work operations*
- *Performing brickwork operations*
- *Exploring painting and decorating*
- *Performing paperhanging operations*
- *Construction processes and operations for low rise domestic buildings*

### **How will I be assessed?**

The primary aim of assessment of the BTEC Diploma in Construction is to allow you to demonstrate achievement. All units contributing to the qualification are assessed using internally set assessments. All units are graded P (pass), M (merit), or D (distinction).

### **What qualification will I achieve if I successfully complete the course?**

The name of the qualification you will achieve if you successfully complete the course is:

**BTEC Level 2 Diploma in Construction**

### **Will I be able to gain any additional qualifications?**

If you have not already gained a higher grade pass (grade A\* - C) in English and Mathematics you will be required to attend Functional skills in English and Mathematics as part of your course.

### **Will I need to buy any special clothing or equipment to do the course?**

- *Steel toe capped shoes or boots*
- *Overalls*
- *Protective gloves*

### **What will I be able to progress onto after the course finishes?**

On successful completion of a BTEC Level 2 Diploma, you can progress to employment or continue at a higher level in the same, or related vocational area.



### Introduction to the Hair and Beauty Sector (Hairdressing)

Course Level: **Foundation Level 1**

Course Length: **1 Year**

#### Why should I take this course?

If you are thinking about a career in hairdressing then this course will help you on your way. This course will raise awareness of the hairdressing industry and you will learn some basic practical skills; employability skills such as working as a team member, meeting deadlines and communicating with each other are also developed. The course provides the opportunity to learn in a realistic working environment.

#### What do I need to join the course?

- You must be 16 - 18 years of age at the start of the course year.
- Three GCSE's at grade E to G or an Entry 3 Level Diploma.
- You be required to attend an interview and take part in a practical skills test.
- A satisfactory reference will need to be provided by your current or last school or college.

#### What will I learn on the course?

You will take the following units on the course:

- Introduction to the hair and beauty sector
- Presenting a professional image in a salon
- Follow health and safety in the salon
- Working with others
- Create an image using colour in the hair and beauty sector
- Shampoo and conditioning
- Styling women's hair
- Styling men's hair
- Plaiting and twisting hair
- Create a hair and beauty image
- Salon reception duties
- The art of dressing hair
- The art of colouring hair

#### How will I be assessed?

Assessment is ongoing and will include observation of practical tasks, written tests, oral questions and assignments. Evidence of competency will be included in a portfolio which will be externally verified by the awarding body.

#### What qualification will I achieve if I successfully complete the course?

The name of the qualification you will achieve if you successfully complete the course is:

Level 1 Diploma Introduction to the Hair and Beauty Sector (*Hairdressing*)

#### Will I be able to gain any additional qualifications?

As part of the Foundation Learning Programme you will also be required to take qualifications in Functional Skills - English, Mathematics, Personal and Social Development.

#### Will I need to buy any special clothing or equipment to do the course?

- 2 salon shirts
- A hairdressing tool kit
- A text book

#### What will I be able to progress onto after the course finishes?

On achievement of the full Level 1 Diploma you will be able to progress onto a Level 2 Diploma in Hairdressing or Beauty Therapy.

*My confidence has grown tremendously since being at The Skills Academy; this has enabled me to become a volunteer at Breadsall Youth Club.*

**Hairdressing student who received a youth award for volunteering**



## Level 2 NVQ Diploma in Hairdressing

Course Level: **Intermediate Level 2**

Course Length: **1 Year**

### Why should I take this course?

This course will provide you with the necessary skills and knowledge to work as a hairdresser. You will study in a realistic working environment; the course combines both the theory and practical aspects of working within a salon.

### What do I need to join the course?

- You must be 16- 18 years old at the start of the course and have a genuine interest in working in the hairdressing industry.
- Three GCSEs at grades A to D or Level 2 equivalent, including a grade D or equivalent in English.
- Special consideration will be given to learners have achieved a full Level 1 Diploma with Functional Skills equivalent to D grade.
- You will need to attend an interview.
- You will also be required to take part in a practical skills assessment.
- A satisfactory reference will need to be provided by your current or last school or college.

### What will I learn on the course?

You will take the following units on the course:

- Health and safety
- Give customers a positive impression of yourself & your organisation
- Ensure your own actions reduce risks to health and safety
- Develop and maintain your effectiveness at work
- Fulfil salon reception duties
- Advise and consult with clients
- Shampoo, condition hair and treat hair and scalp
- Change hair colour
- Style and finish hair
- Set and dress hair
- Cut hair using basic techniques

### How will I be assessed?

Assessment is ongoing and will include observations of practical tasks, written tests, oral questions and assignments. Evidence of competency will be included in a portfolio.

### What qualification will I achieve if I successfully complete the course?

The name of the qualification you will achieve if you successfully complete the course is:

Level 2 NVQ Diploma in Hairdressing

### Will I be able to gain any additional qualifications?

If you have not already gained a higher grade pass (grade A\* - C) in GCSE English and Mathematics you will study Functional Skills in English and Mathematics as part of your course.

### Will I need to buy any special clothing or equipment to do the course?

- 2 salon shirts
- A hairdressing tool kit
- A text book

### What will I be able to progress onto after the course finishes?

On achievement of the Level 2 Diploma in Hairdressing you will be able to progress onto a Level 3 qualification in Hairdressing or move into employment within the hairdressing industry.



## Level 3 NVQ Diploma in Hairdressing

Course Level: **Advanced Level 3**

Course Length: **1 Year**

### Why should I take this course?

This course builds on the existing knowledge gained during Level 2 NVQ Diploma in Hairdressing. Combining both theory and practical during the year, you will extend your skills and experience by trying a variety of cutting, colouring and styling techniques. This course also touches on the aspects of running a commercial salon.

### What do I need to join the course?

- You must be 16 - 18 years old at the start of the course and have a flair and passion about hairdressing.
- Level 2 NVQ Diploma in Hairdressing.
- A grade C in English or Functional English equivalent.
- You will need to attend an interview.
- A satisfactory reference will need to be provided by your current or last school or college.

### What will I learn on the course?

You will take the following units on the course:

- Monitor procedures to safely control work operations
- Promote additional services or products to clients
- Provide hairdressing consultation services
- Creatively cut hair using a combination of techniques
- Colour hair using a variety of techniques
- Creatively style and dress hair
- Creatively dress long hair
- Develop and enhance your creative hairdressing skills
- Contribute to the planning and implementation of promotional activities

### How will I be assessed?

You will be continually assessed throughout the course by a variety of different methods including practical observations, oral questions, written tests, assignments, personal appearance and a portfolio of evidence.

### What qualification will I achieve if I successfully complete the course?

The name of the qualification you will achieve if you successfully complete the course is:

**Level 3 NVQ Diploma in Hairdressing**

### Will I be able to gain any additional qualifications?

If you have not already gained a higher grade pass in GCSE Mathematics you will study Functional Skills in Mathematics as part of your course.

### Will I need to buy any special clothing or equipment to do the course?

- 2 salon shirts
- A hairdressing tool kit
- A text book

### What will I be able to progress onto after the course finishes?

When you have achieved the Level 3 NVQ Diploma in Hairdressing you will be fully qualified to work in the hairdressing industry. You will be able to progress into higher education and study a foundation degree or move into employment. Career opportunities include:

- Working in salons
- Working on cruise liners
- Working in TV and theatre
- Technical representatives
- Salon management
- Self employment
- Training to be a teacher/assessor in hairdressing



## **BTEC Level 1 Diploma Health and Social Care**

Course Level: **Foundation Level 1**

Course Length: **1 Year**



### **Why should I take this course?**

If you are thinking about a career in health and social care then this course will help you on your way. On the course you will develop skills to work with children and adults in caring environments. Employability skills such as working as a team member, meeting deadlines and communicating with each other are also developed; there will be opportunities to take part in work experience in the local community. This qualification has been designed to help learners understand aspects of the health and social care industry and the skills and knowledge required to work successfully in the industry.

### **What do I need to join the course?**

- You must be 16 - 18 years of age at the start of the course year.
- Three GCSEs at grade E to G or an Entry 3 Level Diploma.
- You be required to attend an interview.
- A satisfactory reference will need to be provided by your current or last school or college.

### **What will I learn on the course?**

You will take the following units on the course:

- Health and social care needs
- Personal care in health and social care
- Creative activities for children
- Learning experiences for children and young people
- Creative and leisure activities for adults in health and social care
- Promoting healthy eating in care
- Communication with adults and children in health and social care
- Job opportunities in health and social care

### **How will I be assessed?**

All units within the course are internally assessed. Each unit has specified assessment criteria which must be used. A lot of emphasis is placed on practical work during assessment although there will also be assessed written assignments which need to be completed. To achieve a 'pass' a learner must satisfy all of the assessment criteria.

### **What qualification will I achieve if I successfully complete the course?**

The name of the qualification you will achieve if you successfully complete the course is:

**BTEC Level 1 Diploma in Health and Social Care**

### **Will I be able to gain any additional qualifications?**

As part of the Foundation Learning Programme you will also be required to take qualifications in Functional Skills - English, Mathematics, Personal and Social Development.

### **Will I need to buy any special clothing or equipment to do the course?**

There is no specialist clothing or equipment needed to do this course. You will be required to dress smartly at all times

### **What will I be able to progress onto after the course finishes?**

Learners can progress to do the BTEC Level 2 Diploma in Health and Social Care or other related Level 2 courses.

*The staff are kind and helpful. I have made new friends and feel comfortable studying in my group.*

**Health and Social Care student**



**BTEC Level 2 Diploma in Health and Social Care**  
Course Level: **Intermediate Level 2**  
Course Length: **1 Year**

### Why should I take this course?

This qualification is designed to provide a specialist work-related qualification in Health and Social Care. This course will give learners the knowledge, understandings, and skills needed to prepare for employment.

### What do I need to join the course?

- You must be 16 - 18 years old at the start of the course and have a genuine interest in working in the health and social care industry.
- Three GCSEs at grades A to D or Level 2 equivalent, including a grade D or equivalent in English.
- Special consideration will be given to learners have achieved a full Level 1 Diploma with Functional Skills equivalent to D grade.
- You will need to attend an interview.
- A satisfactory reference will need to be provided by your current or last school or college.

### What will I learn on the course?

You will take the following units on the course:

- *Communication skills*
- *Individual needs*
- *Individual rights*
- *Ensuring safe environments*
- *Anatomy and physiology*
- *Creative and therapeutic activities*
- *Cultural diversity*
- *Impact of diet on health*
- *Work experience*

### How will I be assessed?

The primary aim of the BTEC Level 2 Diploma in Health and Social Care is to allow you to demonstrate achievement. All units contributing to the qualification are assessed using internally set assessments. All units are graded P (pass), M (merit), or D (distinction).

### What qualification will I achieve if I successfully complete the course?

The name of the qualification you will achieve if you successfully complete the course is:

[BTEC Level 2 Diploma in Health & Social Care](#)

### Will I be able to gain any additional qualifications?

If you have not already gained a higher grade pass (grade A\* to C) in English and Mathematics you will be required to attend Functional Skills in English and Mathematics as part of your course.

### Will I need to buy any special clothing or equipment to do the course?

On work experience you will be required to wear:

- 1 tunic
- 1 pair of black trousers
- 1 pair of flat black shoes.

### What will I be able to progress onto after the course finishes?

On achievement of a BTEC qualification, you can progress to employment or continue to a higher level in the same, or related vocational area.

## Enrichment Activities

Students at The Skills Academy are encouraged to get involved in enrichment activities. These include:

- Sports coaching and leadership
- Fund raising for charity events
- Visits to the theatre, sports events and exhibitions
- Art and craft activities
- Lunchtime clubs
- Volunteering in the community
- Attending educational visits relating to your vocational sector

## Late Applications

We may be able to take late applications in August following GCSE Results day. This will apply to courses where we have not met our maximum numbers. Please get in contact with us or your Connexions officer if you are a late applicant.

## Contact

Telephone 01332 676479

Website: [www.leesbrook.co.uk](http://www.leesbrook.co.uk)

Email: [skillsacademy@leesbrook.derby.sch.uk](mailto:skillsacademy@leesbrook.derby.sch.uk)

*Good teaching ensures a wide range of practical and engaging activities with outstanding, care, guidance and support contribute to positive outcomes for students.*

**Ofsted 2011**

# Next Steps - How do I apply for a place at The Skills Academy?

## Step 1 - Choosing a course/s

Before completing the application form you may want to talk things over with your parents/carers, teachers at your school or your Connexions Adviser. You can apply for up to three courses at this stage because you may not know exactly what you want to do.

## Step 2 - Complete an application form

When you have chosen the course/s that you want to apply for, you now need to complete the application form opposite. The form asks you details about yourself, the current or last school you attended and the course/s you want to apply for. The form also asks you if you need any 'Extra Help' to do the course. We would advise you to apply early because on some courses we may be oversubscribed.

## Step 3 - Send your application

Put your completed application form in an envelope and post it to:  
The Skills Academy Admissions  
Lees Brook Community School  
Morley Road  
Chaddesden  
Derby  
DE21 4QX

## Step 4 - Your interview

As soon as we receive your application, you will be sent a letter within two weeks asking you to attend an interview. The interview will last about 20 minutes. You will be asked questions about yourself and the reasons why you have applied to take a particular course/s.

## Step 5 - Offer of a place

Within two weeks of your interview we will write to you again with the result:

- *If your interview has been successful you will be offered a conditional place at The Skills Academy subject to satisfactory references*
- *If your interview has not been successful we will advise you of the reasons why and what you need to do next.*

## Step 6 - Enrolment in September 2012

During the summer we will send you a letter confirming your place and tell you about the course start date in September plus other enrolment instructions.

# Application Form - The Skills Academy



- You must complete this application form if you are applying to come to The Skills Academy.
- If you need help to complete the form ask your Connexions Adviser or a Teacher.
- When you complete the form please post it to The Skills Academy (address on page 19 of this guide).
- Priority will be given to applications received before 15th April 2011.
- You are advised to apply early as places can fill up quickly on some courses.
- Please complete the form using a black pen. Only submit one form.

## Personal Details (All sections must be completed)

Mr / Mrs / Miss / Ms (Please specify) \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_ Gender: Male:  Female:   
Full Postal Address: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_  
Home Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
Parent/Carer Full Name: \_\_\_\_\_  
If you were born outside the UK on what date did you arrive here? \_\_\_\_\_  
What is the name of the school you are currently attending or last attended? \_\_\_\_\_  
What is the name of the Headteacher of the school you now attend or last attended? \_\_\_\_\_

### Please tick the ethnic group you belong to:

- |                                      |                                      |                                      |  |
|--------------------------------------|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Chinese     | <input type="checkbox"/> Other Asian | <input type="checkbox"/> White and Black African   |
| <input type="checkbox"/> Indian      | <input type="checkbox"/> Caribbean   | <input type="checkbox"/> Other Black | <input type="checkbox"/> White and Black Caribbean |
| <input type="checkbox"/> Pakistani   | <input type="checkbox"/> White Irish | <input type="checkbox"/> Other Mixed | <input type="checkbox"/> White and Asian           |
| <input type="checkbox"/> Other       | <input type="checkbox"/> African     | <input type="checkbox"/> Other White | <input type="checkbox"/> White British             |

**Do you have a relevant criminal conviction:** (For relevant convictions contact us on 01332 676479)

Yes  No

**Do you have a careers action plan?** (If yes please bring this with you if you are asked to attend an interview)

Yes  No

**It is important that you tell us about any extra help you might need at the The Skills Academy to help you do your course.** Please tick any boxes below that apply to you:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Visual Impairment             | <input type="checkbox"/> Dyslexia               | <input type="checkbox"/> Autistic Spectrum Disorder |
| <input type="checkbox"/> Hearing Impairment            | <input type="checkbox"/> Emotional Difficulties | <input type="checkbox"/> Other Medical Condition    |
| <input type="checkbox"/> Disability Affecting Mobility | <input type="checkbox"/> Mental Health          | <input type="checkbox"/> Other Learning Difficulty  |

## Proposed Course

Please indicate below up to three courses you wish to apply for. Please list these in order of preference:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Exams and Qualifications

- List any exams that you will take later this year with your predicted grades.

- List below any exams you have already taken with the grade you achieved and the date you took the exam.

Title and Subject e.g. GCSE English	Predicted Grade	Actual Grade	Date of Exam

## Additional Information

Please tell us about yourself, include information about your interests, personal achievements and any work experience you have undertaken at school or during holidays or weekends.

## Declaration

I believe the information I have given on this application form is correct to the best of my knowledge.

Signature:

Date:

## Data Protection Statement

All details on this form are subject to the Data Protection Act 1988. Information on this form will be held on computer and may be used for statistical purposes. The details you have provided us with will not be made available to anyone else without your permission. You have the right to check personal data held by The Skills Academy and to ensure that it is accurate and up to date.

## Information about the new 16 to 19 Bursary Fund

From September 2011, young people who need some financial support to help them stay in education or training after 16 can apply to their school, college or training provider for the new 16-19 Bursary Fund. Those most in need will be eligible for a bursary of £1200 a year. This includes young people in care, care leavers, young people receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance. Young people eligible for income support will include some teenage parents, young people estranged from their families, and those whose parents have died. Other students facing financial difficulties may also be able to claim a bursary to help with costs of transport, food, equipment or other course-related costs.

### How do I find out more?

For more information on how to apply contact your Connexions Personal Adviser or call 01332 676479 and speak to one of our Student Support Officers at The Skills Academy.

If you or your parents/carers would like to have more information about the centre and the courses on offer please contact us:

By telephone: **01332 676479**

By email: [skillsacademy@leesbrook.derby.sch.uk](mailto:skillsacademy@leesbrook.derby.sch.uk)

# The Skills Academy



## Open evening information

If you would like to come and talk to us in person we will be holding Information and Advice sessions at The Skills Academy on the following dates:

### Thursday 23rd February 2012 - 6pm to 8pm

You can also find information on our website:

[www.leesbrook.co.uk](http://www.leesbrook.co.uk). On the homepage click The Skills Academy logo.

For more information on how to apply contact your Connexions Personal Adviser or call 01332 676479 and speak to one of our Student Support Officers at The Skills Academy.

Lees Brook Community School, Morley Road, Derby, DE21 4QX

**This publication is available, on request, in large print.  
Please call 01332 676479 for your copy.**