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 KINGSTON
College

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Kingston College Skills Centre courses 2011 - 2012

KINGSTON COLLEGE SKILLS PASSPORT CERTIFICATE FOR DISABLED ADULTS AND YOUNG PEOPLE

Courses offered full time or part time

FULL TIME KINGSTON COLLEGE SKILLS CERTIFICATE

The course offers the opportunity for people with a disability to develop skills to progress to further learning, find employment, live independently or to enhance personal and social development. The course will provide opportunities to develop occupational skill and is validated through Foundation Learning. In addition to the list of courses below full time learners will attend Tutorials, English, Maths and ICT and participate in work experience sessions.

Part time courses through the Kingston College Skills Centre

Learners can choose to do courses offered in the Skills Centre on a part time basis mixing with the full time students. Student eligibility for the full time and part time courses will be determined by government funding methodology.

Entry requirements:

Aged 16 years plus who have a disability. No formal qualifications are required.

Foundation Learning

Foundation Learning courses include all Entry Levels and provide an opportunity to develop practical skills in a vocational setting.

BTEC Entry Level 3

This course provides an opportunity to develop practical skills in vocational pathways in Sport & Recreation, Hairdressing & Beauty Therapy, Information Communication Technology and Retail. Sessions will be timetabled at the beginning of the Autumn Term

Entry requirements: Successful interview and screening. Learners will be assessed to ensure that they have the required number and word recognition to access entry level 2 to 3.

Progression Learners may progress from successful achievement at entry level 3 to level 1 programme in each of the vocational disciplines offered. They may also use the course as a stepping stone into the given industry of their study.

Functional Skills

Functional Skills are designed to equip learners with a firm grounding in basic ICT, English and Maths. Functional Skills at Entry Levels 1, 2 & 3 can be offered as stand alone qualifications.

Support:

Learners will be able to discuss their needs with our Welfare Service and Learning Support and an individual programme designed. For learners who need additional personal support arrangements may be made for them to bring a personal carer with them during their studies.

Term dates:

Please note: Part time courses in the Skills Centre will start and finish at various times and the following is a guide to when the provision is open.

Main enrolment Monday 5th September 2011. Most courses in the will start week beginning 12th or 19th September 2011. The first two weeks will be devoted to course information, induction, individual assessment and individual planning.

Fees:

There are no course fees for Skill Centre courses, however, a Faculty Charge will apply. For full-time courses this will be £100.00 per year payable on enrolment and for part time courses £20.00 per course per year payable on enrolment. On some courses there may be charges for course materials and clothing, which the tutor will discuss with you during enrolment.

Transport:

Learners are responsible for their own transport to and from the Skills Centre. We provide transport between sites to access some taught sessions during the day, information will be provided on enrolment.

Applications:

Application forms can be obtained from Kingston College or on the Kingston College Website; there is a link at the top of the page "How to apply" click on that and follow instructions. For all applications please put SKILLS CENTRE on the top of the form and mark for the attention of Yvonne Collis.

Venues:

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| N.K.C. | North Kingston Centre | G.R. | Geneva Road Centre |
| K.C. and ARENA | Kingston College, Kingston Hall Road | O.V. | Outdoor venue |
| | | A.H | Adams House, Dickering Lane |
| CCC | Chessington Community College | TKC | The King's Centre |

PLEASE NOTE:

Some courses may be offered on additional days depending on demand.

Where courses are currently full or the start date has been postponed as not enough people have applied to do that particular course yet, we have waiting lists. Once we have enough people on a waiting list we will start another course.

To add your name to a course waiting list please contact the Skills Centre on 020 8547 6729.

MONDAY

| Course description | Time | Venue |
|---|-------------|-------------|
| WOODWORK Students will be assessed and advised on the use of appropriate equipment where necessary and will be set personal aims agreed between tutor and student. | 10:30-12:30 | NKC |
| TRANSPORT This course is intended to support the development of independent travel skills. Learners will be able to identify safe travel routes to given destinations and understand how to use arrange public transport options. Awareness for pedestrians, safe travel, bus travel. | 10.30-13.00 | NKC & O.V. |
| HOSPITALITY/CATERING Full time course An introduction to preparing healthy, seasonal food for sale in the Skills Centre cafe. In addition there will be an opportunity to be involved with the day to day running of the cafe including: food service, using the till and some events organisation. | 10.30-15.30 | NKC |
| MATHS through Personal Progress The course is arranged in three groups. Learners will be assessed and placed in the appropriate ability group. | 10:45-12:45 | Geneva Road |
| ART / CRAFT Learners attending this course will be given the opportunity to develop a variety of art and craft skills. Learners will develop painting techniques, hand printing skills, using different mediums. Depending on learners abilities other areas of creative work will be offered. | 11.00-12:30 | Geneva Road |
| ENGLISH through Foundation Learning | 10:30-12:30 | NKC |
| FUNCTIONAL SKILLS - ENGLISH EL1 Improve and develop your literacy skills - reading, handwriting, completing forms, letter writing, comprehension, poetry and creative writing, Book Club, reading and acting in plays. | 13:00-15:00 | NKC |
| FUNCTIONAL SKILLS ICT EL1 | 13:30-15:30 | NKC |

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| Functional Skills are designed to equip learners with a firm enough grounding in basic ICT. Functional Skills ICT at Entry Level 1, 2 &3 can be offered as stand alone qualifications. | | |
| COOKERY SKILLS FOR INDEPENDENT LIVING. This course is suitable for people living in the community who would like to develop their independent cookery skills. It teaches students to develop an awareness of menu planning, basic food hygiene and provides them with an opportunity to practise preparing a simple meal each week. Classes and recipes are taught using both written word and pictures/symbols. | 18.30-21.00 | CCC |

Skills Centre Timetable

TUESDAY

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| <p>FUNCTIONAL SKILLS - MATHS EL1 Add, subtract, multiply and divide. Reinforce understanding of measurement, shapes, money, time, problem solving, Data Handling, graphs and tables throughout the year.</p> | 10:00-12:00 | NKC |
| <p>HOSPITALITY/CATERING Full time course An introduction to preparing healthy, seasonal food for sale in the Skills Centre cafe. In addition there will be an opportunity to be involved with the day to day running of the cafe including: food service, using the till and some events organisation.</p> | 09:00-15:00 | N.K.C. |
| <p>HORTICULTURE All learners will be able to develop skills in horticulture. To give learners' basic knowledge and some technical skills, providing a good foundation in the subject. The programme gives learners' the opportunity to plan, sow, tend and harvest a variety of vegetables from the college allotment.</p> | 09:30-12:30 | O.V. |
| <p>INTRODUCTION TO HOSPITALITY A part time (2 hours a week) work experience opportunity enabling learners to develop skills in food preparation and service, food hygiene, customer service, using the till and coffee machine.</p> | 09:30-11:30 | KHR Rooftop Cafe |
| <p>INDOOR EXERCISE, GAMES AND DANCE This fun movement course helps learners develop personal skills. All abilities welcome, however, the gym at CCC is not suitable for wheelchairs so if you are a wheelchair user please enrol on the Thursday or Friday morning courses.</p> | 10:30-12:00 | TKC or gym CCC |
| <p>MATHS through Personal Progress</p> | 13:00-15:00 | NKC |
| <p>ART & CRAFT Learners attending this course will be given the opportunity to develop a variety of art and craft skills. You will have the opportunity to design and hand print cards using different art techniques and mediums. You will also develop painting techniques working on projects individually or as part of a group. During the course you will develop your creative skills by using a variety of materials, media and equipment.</p> | 13:30-15:30 | NKC |
| <p>Language of Dance Learners develop and express themselves through movement skills. The course introduces the 'Movement Alphabet', learners write their own dance using dance motif notation.</p> | 13:30-15:00 | NKC Gym |

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| <p>INTRODUCTION TO DIGITAL PHOTOGRAPHY through Foundation Learning Students will be assessed and advised on the use of appropriate equipment where necessary and will be set personal aims agreed between tutor and student. The course is designed for students with physical / learning disabilities. Students must provide their own camera.</p> | 13:00-15:00 | NKC |
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Skills Centre Timetable

WEDNESDAY

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| <p>ICT through FUNCTIONAL SKILLS EL2 Functional Skills are designed to equip learners with a firm enough grounding in basic ICT. Functional Skills ICT at Entry Level 1, 2 & 3 can be offered as stand alone qualifications.</p> | 09:30-11:30 | NKC |
| <p>INTRODUCTION TO HOSPITALITY A part time (2 hours a week) work experience opportunity enabling learners to develop skills in food preparation and service, food hygiene, customer service, using the till and coffee machine.</p> | 09:30-11:30 | KHR Rooftop Cafe |
| <p>FUNCTIONAL SKILLS - MATHS EL2 Add, subtract, multiply and divide. Reinforce understanding of measurement, shapes, money, time, problem solving, Data Handling, graphs and tables throughout the year.</p> | 10:30-12:30 | NKC |
| <p>INTRODUCTION TO DIGITAL PHOTOGRAPHY through Foundation Learning Students will be assessed and advised on the use of appropriate equipment where necessary and will be set personal aims agreed between tutor and student. The course is designed for students with physical / learning disabilities. Students must provide their own camera.</p> | 10:00-12:00 | NKC |
| <p>HORTICULTURE All learners will be able to develop skills in horticulture. To give learners' basic knowledge and some technical skills, providing a good foundation in the subject. The programme gives learners' the opportunity to plan, sow, tend and harvest a variety of vegetables from the college allotment.</p> | 09:30-12:30 | NKC & O.V. |
| <p>HOSPITALITY/CATERING An introduction to preparing healthy, seasonal food for sale in the Skills Centre cafe. In addition there will be an opportunity to be involved with the day to day running of the cafe including: food service, using the till and some events organisation.</p> | 09:30-11:30 OR 13:30-15:30 | NKC |
| <p>FUNCTIONAL SKILLS - ENGLISH EL2 Improve and develop your literacy skills - reading, handwriting, completing forms, letter writing, comprehension, poetry and creative writing, Book Club, reading and acting in plays.</p> | 13:00-15:00 | NKC |
| <p>ICT through FUNCTIONAL SKILLS Functional Skills are designed to equip learners with a firm enough grounding in basic ICT. Functional Skills ICT at Entry Level 1, 2 & 3 can be offered as stand alone qualifications.</p> | 13:30-15:30 | NKC |
| <p>ART & CRAFT</p> | 13:30-15:30 | NKC |

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| <p>Learners attending this course will be given the opportunity to develop a variety of art and craft skills. You will have the opportunity to design and hand print cards using different art techniques and mediums. You will also develop painting techniques working on projects individually or as part of a group. During the course you will develop your creative skills by using a variety of materials, media and equipment.</p> | | |
| <p>STEPPING STONES The course to help your job search and how best to go for the right job for you.</p> | 13:30-15:30 | NKC |

Skills Centre Timetable

THURSDAY

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| <p>FUNCTIONAL SKILLS - ENGLISH EL3 Improve and develop your literacy skills - reading, handwriting, completing forms, letter writing, comprehension, poetry and creative writing, Book Club, reading and acting in plays.</p> | 09:00-11:00 | NKC |
| <p>HOSPITALITY/CATERING Full time course An introduction to preparing healthy, seasonal food for sale in the Skills Centre cafe. In addition there will be an opportunity to be involved with the day to day running of the cafe including: food service, using the till and some events organisation.</p> | 09.00-15:00 | NKC |
| <p>I.C.T. through Foundation Learning To provide a supportive environment for complete newcomers to IT to gain confidence and skills in using computers for home, leisure or business Students will be assessed and advised on the use of appropriate equipment where necessary and will be set personal aims agreed between tutor and student.</p> | 10:30-12:30 | NKC |
| <p>INTRODUCTION TO FURNITURE RESTORATION This course provides an introduction to restoring furniture, this includes; Health and Safety and correct use of tools in a work shop.</p> | 13.00- 15.00 | A.H |
| <p>FUNCTIONAL SKILLS- MATHS EL3 Add, subtract, multiply and divide. Reinforce understanding of measurement, shapes, money, time, problem solving, Data Handling, graphs and tables throughout the year.</p> | 10.15-12.15 | NKC |
| <p>HORTICULTURE All learners will be able to develop skills in horticulture. To give learners' basic knowledge and some technical skills, providing a good foundation in the subject. The programme gives learners' the opportunity to plan, sow, tend and harvest a variety of vegetables from the college allotment.</p> | 09:30-12:30 | O.V. |
| <p>INDOOR EXERCISE, GAMES AND DANCE. This fun movement course helps learners develop personal skills. All abilities welcome.</p> | 11:30-13:00 | TKC |
| <p>ICT through FUNCTIONAL SKILLS EL3 Functional Skills are designed to equip learners with a firm enough grounding in basic ICT. Functional Skills ICT at Entry Level 1, 2 &3 can be offered as stand alone qualifications.</p> | 13:30-15:30 | NKC |

FRIDAY

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| <p>HOSPITALITY/CATERING An introduction to preparing healthy, seasonal food for sale in the Skills Centre cafe. In addition there will be an opportunity to be involved with the day to day running of the cafe including: food service, using the till and some events organisation.</p> | <p>09:30-11:30 OR 13:30-15:30</p> | <p>NKC</p> |
| <p>OUTDOOR SPORT An introduction to a wide variety of activities in order to promote fitness and team awareness.</p> | <p>11:00-12:30</p> | <p>O.V.</p> |
| <p>I.C.T. Ideal for small group of students who need individual instruction</p> | <p>10:00-12:00</p> | <p>NKC</p> |
| <p>INDOOR EXERCISE, GAMES AND DANCE. This fun movement course helps learners develop personal skills. All abilities welcome.</p> | <p>11:00-12:30</p> | <p>TKC</p> |
| <p>WOODWORK Students will be assessed and advised on the use of appropriate equipment where necessary and will be set personal aims agreed between tutor and student.</p> | <p>13:00-15:00</p> | <p>NKC</p> |

| Enrichment activities for learners studying on full time programmes. | | |
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| Activity | Day / time | Venue |
| Sports | Tuesday 15:00-17:00 | NKC hall |
| Sports | Thursday 13:30-16:30 | NKC hall |

| Work Experience for learners studying on full time programmes. | | |
|--|--------------------------------------|----------------|
| Cafe NKC | Monday - Friday during opening hours | NKC Cafe |
| Rooftop Cafe | Monday - Friday during opening hours | Rooftop Cafe |
| Plants at KHR | Monday - Friday | KHR / St James |