

THE ROCKET TRAINING LTD GUIDE TO FOUNDATION LEARNING



BUSINESS
ADMINISTRATION



CUSTOMER SERVICE



MOTOR VEHICLE
ENGINEERING



RETAIL

WELCOME TO THE ROCKET TRAINING LTD'S GUIDE TO FOUNDATION LEARNING

Rocket Training Limited has been offering Learning opportunities to young people for over 30 years. Our Foundation Learning Programme offers a wide variety of choices to fit most young people, particularly in the areas of Business Administration Motor Vehicle Engineering, Customer Service and Retail.

A foundation learning pathway offers a full and enriching medley of qualifications that will prepare any young person for the next stage of their development or onto the first step of the employment ladder.

The opportunity to improve Employability skills and to remove any personal barriers to learning or living makes the programme both rewarding and challenging. With the improvement of Literacy, numeracy and ICT skills, we will ensure that progression opportunities will be available to all of our Foundation Learning achievers.

If a full pathway is not required a menu of individual qualifications are on offer to suit your personal needs.

Rocket Training Limited have a dedicated, qualified support team available to all Foundation learning learners, who are on hand to assist with moderate learning difficulties and personal issues.

We offer a full Careers Advice and Guidance service by qualified advisers who will assist in developing the right pathway and ease the transition into further learning, Apprenticeship Learning or Employment.

All courses are delivered at both centres:

Kensington Skills Centre: 302-304 Kensington, Liverpool, L7 2RN.

Bebington Skills Centre: 2-8 Newferry Road, Newferry, Wirral, CH62 1BJ.

tel: 0151 2591556 **fax:** 01512610670 **email:** info@rockettraining.co.uk www.rockettraining.co.uk

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WHAT IS FOUNDATION LEARNING?

Foundation Learning is available to 14-19 year olds who are working at Entry Level and Level 1. It allows learners to follow a personalised programme that is tailored to their particular needs, interests and aspirations.

This personalised approach helps learners reach their full potential and have clear destinations onto Level 2, Apprenticeships or Employment with Training. In some cases a young person's programme may be more about working towards supported employment and/or independent living.

Foundation Learning allows learners to combine the following 3 areas, which are really important to employers:

- Vocational or subject learning
- Personal, social and employability skills
- Functional Skills in Maths, English and ICT

Programmes lead to a mix of small, flexible qualifications mainly drawn from the Qualifications and Credit Framework plus Functional Skills that enable young people to progress to their intended destination.

Learning programmes are designed following an initial assessment; this may consist of paper and computer based assessments along with some group activities.

The following areas will be assessed; Maths, English and ICT skills and knowledge, personal development needs, employability skills, personal and learning styles, vocational aptitude, skills and knowledge.

There is on-going advice and guidance, assessment and support available to all our Foundation Learning learners.



What are the benefits?

Evidence suggests that successful delivery of Foundation Learning can have a range of positive impacts for learners including:

- Increased confidence, motivation and engagement
- Better attendance and behaviour
- Being able to personalise the learning programme for individual learners
- It can help learners get into further education and employment
- Develop their skills in a vocational area and improve personal and functional skills
- Give learners a taster of working environments

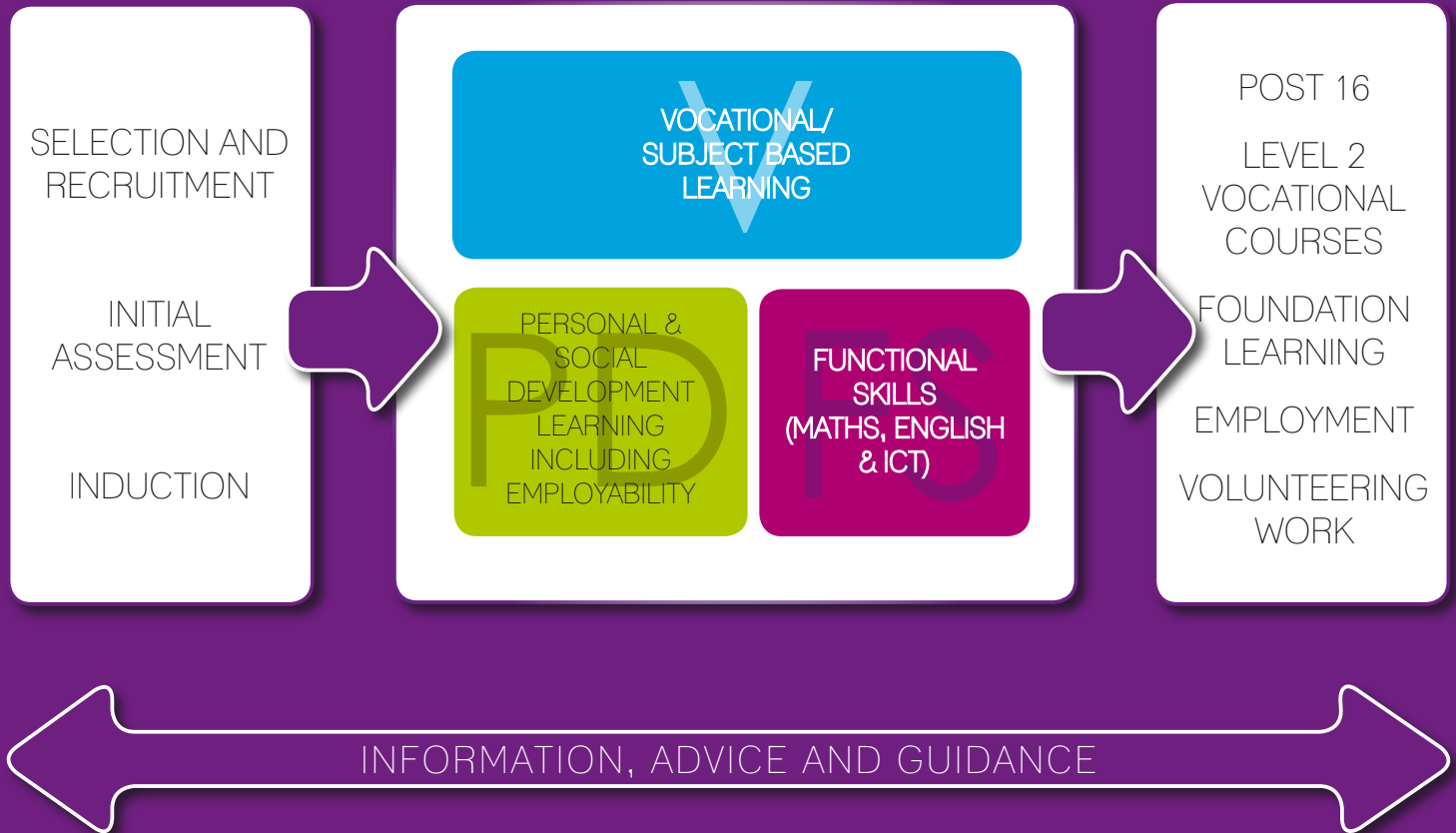
What are the levels and qualifications?

- Foundation Learning covers Entry Level to Level 2 qualifications
- Some programmes can also be adapted to enable further learners to achieve a Level 2 qualification
- Foundation Learning provides a clear route towards Level 2 qualifications or other goals

The learning programme will also provide learners with:

- Holistic support
- High quality information, advice and guidance
- Effective individual assessment
- Continued reviews

THE FOUNDATION LEARNING PROGRESSION ROUTES:



FUNCTIONAL SKILLS

Functional skills are the practical skills in English, Information Communication Technology (ICT) and Mathematics that allow people to work confidently, effectively and independently in life.

Functional skills can be tailored to each young person depending on what Foundation Learning course they are studying. Applying the functional skills to the course they are studying can often make this a more enjoyable and interesting topic, helping them gain a better understanding of the course.

Often these courses allow students to develop functional skills in a vocational environment.

Many of the courses can be adapted to meet the needs of individual schools including delivering the training at either Rocket or school. The key is flexibility and Rocket are more than happy to talk to the schools about what works best for them. Rocket Training Limited offers training Monday to Friday, normally 9.30am to 3.00pm.

FUNCTIONAL SKILLS: ENGLISH					
Awarding Organisation	Qualification Level	Award/Cert/Diploma	Credits	AAT Points	Learning Hours
EDI	Level 1	Award	5	12.5	50
	Entry 3		5	7	50
	Entry 2		5	6	50

FUNCTIONAL SKILLS: MATHS					
Awarding Organisation	Qualification Level	Award/Cert/Diploma	Credits	AAT Points	Learning Hours
EDI	Level 1	Award	5	12.5	50
	Entry 3		5	7	50
	Entry 2		5	6	50

FUNCTIONAL SKILLS: ICT					
Awarding Organisation	Qualification Level	Award/Cert/Diploma	Credits	AAT Points	Learning Hours
EDI	Level 1	Award	5	12.5	50
	Entry 3		5	7	50
	Entry 2		5	6	50

PERSONAL & SOCIAL DEVELOPMENT

Personal and Social Development (PSD) will help learners develop confidence and skills to help them progress through their lives. Learners on the course will develop knowledge, skills and improve attitudes in the following areas:

- Healthy Living (Drug awareness - sexual health etc..)
- Self development
- Working towards goals
- Managing own money
- Dealing with problems in daily life
- Preparation for work
- Environmental awareness

PERSONAL & SOCIAL DEVELOPMENT					
Awarding Organisation	Qualification Level	Award/Cert/Diploma	Credits	AAT Points	Learning Hours
EDI: Personal and Social Development	Level 1	Award	4	6.25	40
	Level 1	Certificate	13	25	130
	Entry 3	Award	4	7	40
	Entry 3	Certificate	13	28	130
	Entry 2	Award	4	6	40
	Entry 2	Certificate	13	24	130



EMPLOYABILITY

In the current economic climate it has never been so important for young people to take a course on employability. Taking such a course will help learners prepare for the real world of work giving them the skills and experience to help them after education. The courses differ depending on where the learner studies, however the main objectives of this course are as follows:

- Help learners improve their CVs
- Practice interviews
- Team work
- Improving, numeracy and literacy through projects
- Problem solving

The aim of the qualification is for learners to gain a greater understanding of what is expected of them when they work. By completing this course they will have a better understanding and knowledge. The employability courses are flexible and many young people will gain valuable work experience through work placements.

VOCATIONAL SKILLS

Vocational courses are practical, hands on courses that allow learners to work in an area of learning they enjoy, whether it's engineering, hairdressing, sport and leisure, or retail there are vocational courses to suit everyone. Vocational courses help learners gain a real insight into the different job roles that are available in occupational areas.

We specialise in Customer Services, Business Admin, Motor Vehicle Engineering and Retail but offer work experience in all occupational areas.

EMPLOYABILITY						
Awarding Organisation	Qualification Level	Award/Cert/ Diploma	Name of Qualification	Credits	AAT Points	Learning Hours
EDI	Level 1	Award	Preparing for Employment	6	N/A	60
	Level 1	Certificate	Preparing for Employment	13	N/A	130
	Level 1	Certificate	Skills for Working Life	13	N/A	130
	Entry 3	Award	Preparing for Employment	6	N/A	60
	Entry 3	Certificate	Preparing for Employment	13	N/A	130
	Entry 3	Certificate	Skills for Working Life	13	N/A	130
	Entry 2	Award	Preparing for Employment	6	N/A	60
	Entry 2	Certificate	Preparing for Employment	13	N/A	130
	Entry 2	Certificate	Skills for Working Life	13	N/A	130



BUSINESS & ADMINISTRATION

ABOUT US

The Business Administration pathway is delivered in our Bebington Skills Centre on New Ferry Road, we use our fully resourced Learning Centre and excellent classroom facilities to deliver the theory and practical elements of the qualifications. We have relationships with employers across the Wirral to assist in the work placement aspect of the qualifications in order to give you the real work experience for the industry.

WHAT THE COURSE OFFERS

- All Levels from Level 1 to Level 2
- Excellent Learning resources
- Real working environment
- Qualifications to suit your needs and ability

LOCATION AND TIMES

- Bebington Skills Centre, 2-8 New Ferry Road, New Ferry, Wirral, CH62 1BJ.
- Opening Times: 8.30 – 4.30 Monday - Thursday. 8.30 - 3.30 Friday.
- Delivery times: 9.00- 4.00 Monday - Thursday 9.00 - 3.00 Friday for full time Learners.
- Delivery times: 9.00- 3.00 for School age Learners.

QUALIFICATIONS

Awarding Organisation	Level	Award/Cert/ Diploma	Title of Qualification	Credits	AAT Points	Learning Hours	COST* per day per student
EDI	L1	Award	NVO Award in Business & Administration	9	N/A	90	Between £25-45
	L1	Certificate	NVQ Certificate in Business & Administration	15	N/A	150	

PROGRESSION ROUTES

On successful completion of the course learners are able to progress onto the apprenticeship programme and employment as junior clerk, receptionist, clerical assistant or admin support. Progression into Level 3, with a route way into Higher Education.

*Costs are for pre-16 learners. All post-16 learners are funded by the Local Authority.



CUSTOMER CARE

ABOUT US

The Customer Service pathway is delivered in our Bebington Skills Centre on New Ferry Road, we use our fully resourced Learning Centre and excellent classroom facilities to deliver the theory and practical elements of the qualifications. We have relationships with employers across the Wirral to assist in the work placement aspect of the qualifications in order to give you the real work experience for the industry.

WHAT THE COURSE OFFERS

- All Levels from Level 1 to Level 2
- Excellent Learning resources
- Real working environment
- Qualifications to suit your needs and ability

LOCATION AND TIMES

- Bebington Skills Centre, 2-8 New Ferry Road, New Ferry, Wirral, CH62 1BJ.
- Opening Times: 8.30 – 4.30 Monday - Thursday. 8.30 - 3.30 Friday.
- Delivery times: 9.00- 4.00 Monday - Thursday 9.00 - 3.00 Friday for full time Learners.
- Delivery times: 9.00- 3.00 for School age Learners.

QUALIFICATIONS

Awarding Organisation	Level	Award/Cert/ Diploma	Title of Qualification	Credits	AAT Points	Learning Hours	COST* per day per student
EDI	L1	Certificate	NVQ Certificate in Customer Care	22	N/A	220	Between £25-45

PROGRESSION ROUTES

On successful completion of the course learners are able to progress onto the apprenticeship programme and employment as receptionist, hotel work, retail work any job were they are inter facing with customers internally or externally. Progression into Level 3, with a route way into Higher Education.

*Costs are for pre-16 learners. All post-16 learners are funded by the Local Authority.



MOTOR VEHICLE

ABOUT US

The Motor Vehicle pathway is delivered in our Bebington Skills Centre on New Ferry Road, we use our fully resourced workshop and excellent classroom facilities to deliver the theory and practical elements of the qualifications. We have relationships with employers across the Wirral to assist in the work placement aspect of the qualifications in order to give you the real work experience for the industry.

WHAT THE COURSE OFFERS

- All Levels from Level 1 to Level 2
- Excellent Learning resources
- Excellent Workshop facilities
- Qualifications to suit your needs and ability

LOCATION AND TIMES

- Bebington Skills Centre, 2-8 New Ferry Road, New Ferry, Wirral, CH62 1BJ.
- Opening Times: 8.30 – 4.30 Monday - Thursday. 8.30 - 3.30 Friday.
- Delivery times: 9.00- 4.00 Monday - Thursday 9.00 - 3.00 Friday for full time Learners.
- Delivery times: 9.00- 3.00 for School age Learners.

QUALIFICATIONS

Awarding Organisation	Level	Award/Cert/ Diploma	Title of Qualification	Credits	AAT Points	Learning Hours	COST* per day per student
IMI Awards	L1	Award	Vehicle Maintenance	12	25	120	Between £25-45
	L1	Certificate		26	50	260	
	L1	Diploma		42	100	420	
	Entry 3	Award	Introduction to Vehicle Technology	12	14	120	
	Entry 3	Certificate		24	28	240	
	Entry 3	Diploma		42	28	420	

*There is an additional charge of £20 for boots and overalls.

PROGRESSION ROUTES

On successful completion of the course learners are able to progress onto the apprenticeship programme and employment as trainee motor vehicle technician in the following pathways mechanics, fast fit, body repair or auto electrician. Progression into Level 3, and specialisms.

*Costs are for pre-16 learners. All post-16 learners are funded by the Local Authority.



RETAIL

ABOUT US

The Retail pathway is delivered in our Bebington Skills Centre on New Ferry Road, we use our fully resourced Learning Centre and excellent classroom facilities to deliver the theory and practical elements of the qualifications. We have relationships with employers across the Wirral to assist in the work placement aspect of the qualifications in order to give you the real work experience for the industry.

WHAT THE COURSE OFFERS

- All Levels from Level 1 to Level 2
- Excellent Learning resources
- Real working environment
- Qualifications to suit your needs and ability

LOCATION AND TIMES

- Bebington Skills Centre, 2-8 New Ferry Road, New Ferry, Wirral, CH62 1BJ.
- Opening Times: 8.30 – 4.30 Monday - Thursday. 8.30 - 3.30 Friday.
- Delivery times: 9.00- 4.00 Monday - Thursday 9.00 - 3.00 Friday for full time Learners.
- Delivery times: 9.00- 3.00 for School age Learners.

QUALIFICATIONS

Awarding Organisation	Level	Award/Cert/ Diploma	Title of Qualification	Credits	AAT Points	Learning Hours	COST* per day per student
EDI	L1	Award	Retail Skills	7	12.5	70	Between £25-45
	L1	Certificate		19	50	190	
	L1	Diploma		37	75	370	
	L1	Award	Retail Knowledge	7	12.5	70	

PROGRESSION ROUTES

On successful completion of the course learners are able to progress onto the apprenticeship programme and employment as a sales assistant in a variety of retail environments. Progression into Level 3 specialisms, with a route way into Higher Education.

*Costs are for pre-16 learners. All post-16 learners are funded by the Local Authority.



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