

Life Skills and  
Employment  
Training

# Steps to Success

**NSCG** | NEWCASTLE  
AND STAFFORD  
COLLEGES GROUP

# support inspire fulfil

“Our Life Skills and Employment Training courses offer students with learning difficulties and/or disabilities the opportunity to develop their personal and social development skills alongside working towards gaining valuable employability skills. Our outstanding team of lecturers and support staff ensure all students are equipped with the skills, qualities and attitudes needed to prepare them for adulthood. We are passionate about working with the local community and offer real, hands-on work and enrichment opportunities. A very warm welcome awaits anyone joining the Foundation Studies Department at Newcastle and Stafford Colleges Group (NSCG).”

The Life Skills and Employment Training curriculum at NSCG offers opportunities for students who are working at Entry Level 1 to Entry Level 3. Students who access this provision have an Education, Health and Care Plan (EHCP) and join either Newcastle College or Stafford College to develop their life skills and employability prospects. Our goal is to prepare students for adulthood and we'll do our best to support students in seeking employment opportunities at the end of the programme. We work extremely hard to ensure students are in the best possible place to access opportunities for employment, develop independent living skills and increase community inclusion.

**Robert Sigley**  
Curriculum Leader



Britain in Bloom Winners 2018

Student success rates on all of our Life Skills courses exceed national benchmarks.

Overall pass rate of 100%

Like us on Facebook at **@FoundationStudiesNSCG** to keep up to date with course news and updates.

[nscg.ac.uk](http://nscg.ac.uk)

# Support for every need

## Definition of Special Educational Needs and Disability (SEND)

The Special Educational Needs and Disability Code of Practice (0-25 years) 2014 states that:

*"A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for him or her."*

NSCG is known for providing outstanding support and care for learners.

## How will the College's staff support my son/daughter?

### Before your son/daughter enrolls on a course, we can:

- > Arrange for your son/daughter to visit the College to see our outstanding facilities and meet the teaching and support staff to discuss their individual needs
- > Involve your son's/daughter's Special Education Needs Co-ordinator (SENCO), or anyone else necessary to make sure that you have the right amount of support
- > Arrange for a taster session on the chosen programme to ensure that you and your son/daughter make the right decision

### At college

- > Your son/daughter will be assigned a named person who will work with them to ensure that their needs are being met
- > We also work with other agencies and specialists when necessary. Understanding that each student is different, we tailor our support to the individual and review this regularly throughout their time with us to ensure the right level of support continues, and reflects their changing needs

### Completing the course

- > During your son's/daughter's final year on the course, we will arrange an exit review to help you plan their next steps, providing individual advice and guidance on progression routes for further study, careers, employment or other options
- > If your son/daughter is progressing to higher education, such as an HNC/HND, Foundation Degree or Degree at college or university, then we can help with the transition and ensure they have access to any available funding

### We offer:

- > Interviews with a transition co-ordinator and specialist careers adviser
- > Referrals to Social Services with regards to day service provision, sheltered employment and housing needs
- > Information and advice about supported and open employment opportunities

### Our commitment

NSCG is committed to a policy of equality, inclusion and accessibility in the delivery of our services. The College has an open and welcoming policy towards applicants who may have a physical or learning disability or mental health issues and recognises the rights of all students to be treated equally regardless of disability.

All reasonable adjustments to provision will be made to ensure that disabled students and other disabled people are not disadvantaged.

We have regard to the Equality Act (2010) through our commitments set out in our Equality Scheme and the Special Educational Needs and Disability Regulations 2014 and the Code of Practice (0-25 years) 2014 when carrying out duties towards SEND students.

# Supported internships

NSCG offers supported internships to help students aged 16-25 with a disability, take a step into paid employment. Supported internships are structured study programmes intended to enable young people with learning difficulties and/or disabilities to achieve sustainable, paid employment by equipping them with the skills they need for work through learning in the workplace.

#### What is a supported internship?

- > A partnership between an employer and a learning provider, supporting people aged 16-25 with a disability into paid employment
- > A hands-on training programme of around 12 months based mainly in the workplace
- > A training programme where both the employer and intern are fully supported by the learning provider to ensure a positive experience for all

#### Benefits for employers

- > Provide employees with mentoring opportunities
- > Boost staff morale and retention rate
- > Develop skills and promote diversity as part of your Corporate Social Responsibility strategy
- > Demonstrate compliance with the 2010 Equality Act and gain recognition as a Disability Confident Employer



#### From Georgina:

"I have loved my internship so far. Working at Cineworld is great for me because I love working with customers. I can really see my confidence and employability skills growing, which is great."

#### Student

#### Georgina Lockett

#### Internship destination

- > Cineworld Cinema, Hanley

#### Joined us from

- > The Coppice Special School

#### Previous Courses

- > Foundations for Life and Work
- > Life Skills and Employment Training

#### From her Job Coach:

"Georgina has excelled at her internship, the routine tasks have enabled Georgina to work independently and learn a new routine. She has developed her confidence and her ability to work with both customers and colleagues effectively. I am very proud of her development to date."

Deborah Deakin  
Supported Internships  
Job Coach at NSCG



#### From Samantha:

"I've really enjoyed my internship with McDonalds so far. Working as part of such a great team has really helped boost my confidence and working with customers is what I enjoy doing the most, so it's perfect for me."

#### Student

#### Samantha Eaton

#### Internship destination

- > McDonalds, Newcastle-under-Lyme

#### Joined us from

- > The Coppice Special School

#### Previous Courses

- > Foundations for Life and Work
- > Life Skills and Employment Training

#### From her Job Coach:

"Samantha has blossomed during her internship at McDonalds. She has developed her confidence and her ability to communicate effectively with both colleagues and customers. She is a quick learner and that has allowed her to try different job roles within the company."

Kelly Walters  
Supported Internships  
Job Coach at NSCG

### What specialist services and expertise are available at the College?

All of our staff are appropriately qualified and are regularly observed as part of our quality review systems, to ensure their skills are current and effective. They can provide specialist equipment, facilities and access including:

- > Dictaphones and electronic recorders
- > Hearing induction loops embedded in key areas throughout the College. A portable loop system communicator is also available in classrooms
- > Laptop computers
- > Radio aids
- > Software to support students with dyslexia
- > SuperNova software to support those with visual impairments
- > Text in different formats such as Braille, larger text or on tape or disc

### How accessible are the College Environments?

#### Newcastle College

- > Accessible parking facilities with dropped kerbs close to the main entrances
- > Accessible toilet facilities on all floors
- > Fire evacuation lift on upper floors
- > Fire evacuation refuge points on all staircases
- > Ground floor accessible bathroom
- > Level site
- > Passenger lifts at convenient points throughout the main building designed to avoid steps and ramps
- > Wide corridors suitable for wheelchair access
- > Accessible shower facilities in the main college, The Gordon Banks Sports Centre and The Skills and Technology Centre

#### Stafford College

- > Accessible toilet facilities
- > Fire evacuation chair on upper floors
- > Fire evacuation refuge points on all staircases
- > Level sites
- > Passenger lifts at convenient points throughout the main buildings designed to avoid steps and ramps
- > Wide corridors suitable for wheelchair access
- > Accessible shower facilities in the Sports Centre



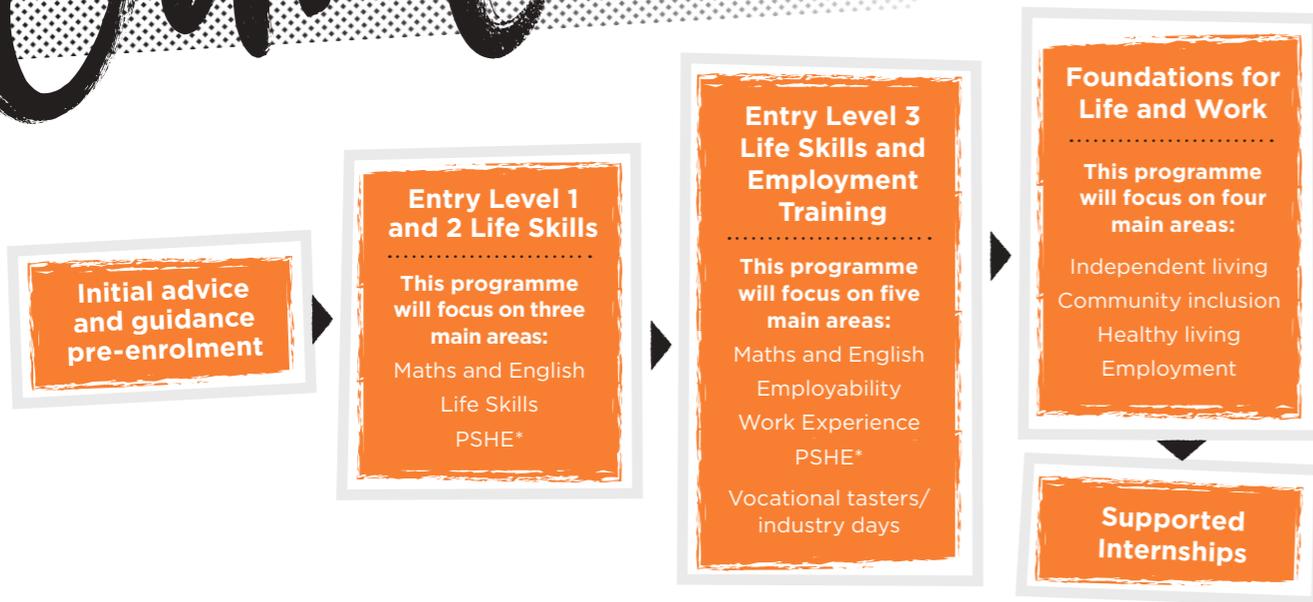
# highly accessible

#### Want more info?

To find out more visit:

[nscg.ac.uk/learnersupport](https://nscg.ac.uk/learnersupport)

# Our Courses



There are no formal entry requirements for our courses and applicants are assessed on a case by case basis.

\*Personal, social, health and economic education.

## Entry Level 1 and 2 Life Skills

### NCFE Certificate in Personal and Social Development

This course will appeal to a wide range of individuals who may have special educational needs and disabilities (SEND). The course is made up of modules focusing on personal and social development with a strong emphasis on the development of literacy and numeracy.

### Units include:

- Healthy living
- Working as part of a group
- Managing social relationships
- Community action
- Preparation for work
- Making the most of leisure time
- Environmental awareness



Students winning Britain in Bloom 2018

### Entry Level 1 and 2 Life Skills

This programme will focus on three main areas:  
Maths and English  
Life Skills  
PSHE\*

### Entry Level 3 Life Skills and Employment Training

This programme will focus on five main areas:  
Maths and English  
Employability  
Work Experience  
PSHE\*  
Vocational tasters/  
industry days

### Foundations for Life and Work

This programme will focus on four main areas:  
Independent living  
Community inclusion  
Healthy living  
Employment

### Supported Internships

## Entry Level 3 Life Skills and Employment Training

### NCFE Certificate in Employability Skills

This course focuses on employability skills and is designed to introduce students to the world of work and explore options for next steps and employment. Students will have the opportunity to develop their employability skills by taking part in work placements in addition to the curriculum which is organised by our Work Experience Co-ordinator. Students will select from a range of enrichment opportunities which include: team games, gardening, performing arts and cooking skills.

### Extra-curricular activities

We take part in a range of activities that strengthen the curriculum and give students the opportunity to develop a host of both employability skills and personal, health and social skills. Working closely with our communities we develop relationships which offer the opportunity to network and plan exciting, sustainable projects.



Jordan Phillips winning Bronze in the Inclusive Skills National Final

## Foundations for Life and Work

### What is the aim of the course?

This course is designed for students with an Education, Health and Care Plan (EHCP) and is aimed at students in their last year of college (who have usually completed the Entry Level 3 Life Skills and Employment Training course) and focuses on transition, progression and preparation for adulthood. We deliver a NCFE Work Skills Award, the nationally recognised qualification is suitable to give learners a relevant qualification that prepares learners for employment.

### Invaluable work experience

As part of the course, students are required to undertake a work experience placement with one of many local companies the College has built strong relationships with. In the past this has included household names such as; The Co-operative Group, Holiday Inn, Royal Voluntary Service, Game and HMV. Students will usually complete 10-12 weeks (one day per week) whilst on placement.

forge your path





# Inclusive SKILLS

We are proud to be part of the Natspec, Inclusive Skills Competitions. In past events, NSCG students have won two gold medals, a silver, and a bronze!

Competitions are a great way for students to show off their work skills and growing independence. Skills competitions are well established in mainstream further education and a few years ago Natspec, Derwen College and North Warwickshire and Hinckley College, recognised that there were no competitions for people with learning difficulties to take part in.

Working together, Natspec have supported other specialist colleges, like us, to set up a series of competitions and formed the Inclusive Skills Competitions. The competitions help build links between colleges and businesses both locally and nationally and help showcase the skills that young people with learning difficulties and disabilities have.

**INCLUSIVE SKILLS  
COMPETITIONS**



Students with their certificates



Students taking part in the Independent Shopping Competition



Jordan Phillips winning a gold medal

# College Life

In addition to the day-to-day activities undertaken as part of our Life Skills and Employment Training programme, there are also a number of enrichment opportunities for your son/daughter to get involved in throughout the year.

## Foundation Studies Football Academy

We are proud to work in partnership with Staffordshire Football Academy (SFA) and play in the Ability Counts College tournaments. Previous students have represented the College in both regional and National competitions. Learners with an interest in football are encouraged to take part in weekly training sessions organised by our Academy of Sport manager. Recent competitions have taken place at St George's Park in Burton-on-Trent; the home of the England football team!



Foundation Studies Football Academy  
Regional Winners 2018

## Student of the Month

Every month, each college holds a Student of the Month awards presentation which highlights and recognises the individual effort, progress and dedication of our students throughout the academic year.



Shane Winter winning Student of the Month for his 100% attendance

## Community work

Each year, our students get the opportunity to support a charity of their choice through a range of fundraising events such as cake sales and an annual plant sale! By taking part in activities such as these, our students are able to understand the importance of charity work and see how their contributions can help the local community.



Students taking part in a charity bake sale

### Celebration Awards

Our popular end-of-year celebration event showcases and celebrates the successes and achievements of our inspirational students. This is a great way to finish the academic year and hear first-hand about their experience. Local community groups, friends of the College, businesses and partners are all invited to celebrate with us at this fantastic event.



2018 NSCG Celebration Awards

### House Academy

Our House Academy offers students studying on the programme the opportunity to work together as a team, take part in competitions and learn about our local heritage, industry and job opportunities within the area.



Rebecca Walley trying her hand at pottery

### Duke of Edinburgh Awards

Students studying on either the Entry Level 3 Life Skills and Employment Training course or Foundations for Life and Work course, will be eligible to participate in the Duke of Edinburgh Awards scheme, where they'll have the opportunity to build new friendship groups and expand on their confidence, resilience and skills for work.



Students with their Duke of Edinburgh, bronze awards

# Get involved

# Make your move

## How to apply

### Step 1

Register your interest for one of our courses by emailing

[robert.sigley@nscg.ac.uk](mailto:robert.sigley@nscg.ac.uk)

### Step 2

Once registered, prospective students will be invited in for a tour and an informal meeting, this is a chance for them to meet the teaching team and get a feel for the programme. During this meeting, prospective students will be able to arrange a taster session, providing the opportunity to experience a week in the life of a student at the College.

### Step 3

Make an application and attend an interview.  
If we, you and your son/daughter is happy with the level of support available and the course chosen, they can begin their studies with us and join our success story.



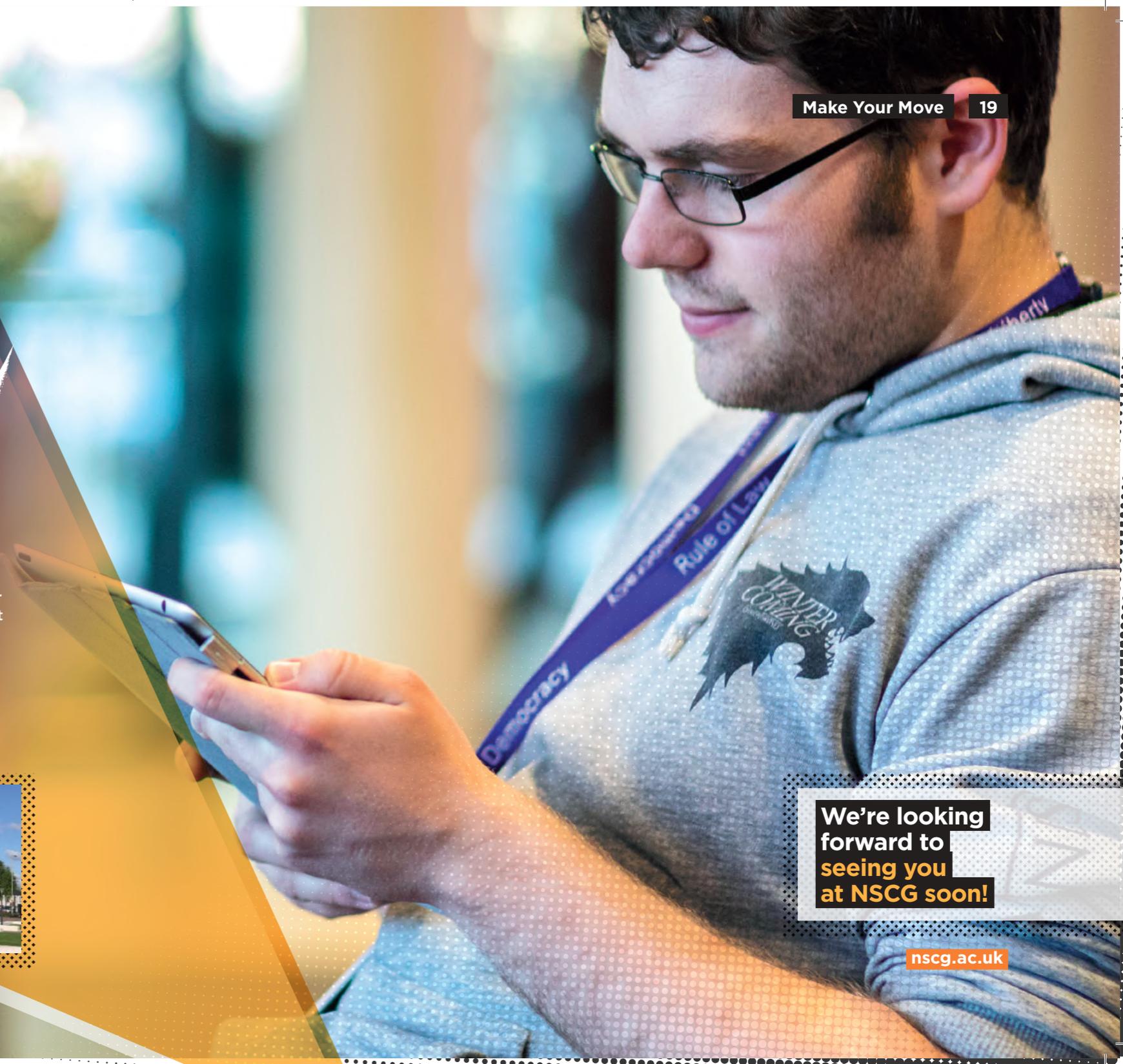
Newcastle College



Stafford College

We're looking forward to seeing you at NSCG soon!

[nscg.ac.uk](http://nscg.ac.uk)





### **Newcastle College**

Knutton Lane | Newcastle-under-Lyme | Staffordshire ST5 2GB  
T: 01782 715111 | E: info.newcastle@nscg.ac.uk

### **Stafford College**

Victoria Square | Stafford | Staffordshire ST16 2QR  
T: 01785 223800 | E: info.stafford@nscg.ac.uk

**nscg.ac.uk**



**The Small Print:** All our course information was correct when we printed this brochure.  
But hey, sometimes things change at the last minute. For all the latest info, it's always best to check our website.