

## INFORMATION FOR SCHOOLS AND PARENTS

Crown's Alternative Education Programme offers 14-16 year olds a more hands-on, vocationally focused approach to year 10 and 11 learning.

Currently dealing with the majority of local schools and an extensive bank of over 600 local employers from Shoeburyness to Billericay, Crown College offers flexible programmes which may compliment or completely replace an individual's existing weekly timetable for anything from a 1 day per week work placement to a full-time weekday scheme of in-house and externally sourced training

### THE PACKAGE

A Progressions Programme may be put in place only through direct arrangement with the young person's school or appropriate referral body funding the placement. For a fixed rate daily or weekly fee, with none of the 'add-ons' often offered by other Training Providers at extra cost, the fully-inclusive package includes:

- Full in-house induction, including Equal Opportunities and Health & Safety.
- Initial Basic Skills Assessment and Diagnostic Testing.
- A team of dedicated individual Key Workers who co-ordinate the individual's entire programme both in-house and through regular monitoring visits and reviews at work placement.
- A team of appointed Work Placement Officers to arrange work placements as required, including generation of new placement companies specifically for the individual where necessary, arrangement of interviews, personal escort to interviews and support throughout the process as required.
- Health & Safety pre-placement checks and ongoing monitoring visits by a team of highly qualified Health & Safety Officers.
- CRB (Criminal Records Bureau) checking of relevant work placement supervisors.
- Two appropriately qualified, experienced trainers to each workshop, enabling one-to-one support and group work activities to take place more effectively.
- A structured in-house timetable of sessions focusing on re-engagement and progressing individuals to a mainstream programme of GCSE equivalent, City & Guilds accredited qualifications in Literacy, Numeracy & ICT, as well as a 110 session, Personal & Social Development in-house curriculum.
- Referral to an external network of specialist support agencies where necessary.
- Weekly attendance registers sent directly to the school.
- Regular contact telephone calls to home and school to provide interim performance feedback or address issues, often in person through review meetings where required.
- Half-termly detailed summary reports of the learner's performance on programme, also sent directly to the school.
- Support with targeted job search towards the end of Year 11 to aid progression to employment and/or further training on leaving school.

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### USEFUL INFORMATION

Progressions is a completely flexible, individually tailored, 'roll-on, roll-off' programme. Schools may wish to choose the individual elements on offer which they feel the learner will benefit from most. Learners may start their programme at any time of the year, often fairly immediately (they usually start on the Monday following an initial interview).

Learners may choose the vocational area which they would like to try for placement. Location is always taken into consideration when identifying a suitable work placement. Companies are usually found based on their ease of access by the learner, often even on foot or by push-bike.

There is no long-term commitment required from the school, who may terminate a programme at any time, for any reason and with no notice period required. A learner may attend for anything from a single day to five days a week, with the school free to determine those days, in order to fit in with their own timetable.

The school pays only for the learner's time on programme and not a single day beyond. If a learner leaves mid week then the school are invoiced only until that day. A learner may be removed from their programme and returned at a later date if appropriate.

### QUALIFICATIONS

Learners showing the necessary level of maturity and commitment may progress to the mainstream E2E training rooms. Here they may pursue a number of accredited qualifications and in-house certificates:

#### Qualifications from City & Guilds

- ✦ Adult Numeracy Qualifications - Entry 1 to Level 2
- ✦ Adult Literacy Qualifications - Entry 1 to Level 2
- ✦ Key Skills (C&G) ICT - Levels 1 & 2

#### Qualifications from other Awarding Bodies

- ✦ Health & Safety Certificate (CIEH)
- ✦ Food Hygiene Certificate (RIPH)
- ✦ Personal & Social Development (In-house certificates)

### EXAMPLES OF VOCATIONAL WORK PLACEMENTS

- |                          |  |                       |
|--------------------------|--|-----------------------|
| ✦ Gym / Sports & Leisure | ✦ Plumbing / Plastering / Electrical             | ✦ Nursery / Childcare |
| ✦ Restaurants / Cafes    | ✦ Mechanics / Car Body Repair                    | ✦ Care Work / Elderly |
| ✦ Florists               | ✦ General Construction                           | ✦ Retail              |
| ✦ Charities              | ✦ Solicitors/Estate Agents/Accountants/Insurance | ✦ Supermarkets        |
| ✦ Travel Agents          | ✦ Hotel / Hospitality / Reception                | ✦ DIY stores          |
| ✦ PC Repair / IT         | ✦ Hairdressing / Beauty / Nail Care              | ✦ Animal Care         |

### THE PROCESS

1. Identification of the target individual/s by the school or referring body.
2. Arrangement of an informal interview either at Crown or in school.
3. Agreement of start date and days of planned attendance.
4. Start!