



THE MELTON LEARNING HUB PROSPECTUS

A PLACE WHERE STUDENTS THRIVE AND ACHIEVE.



We are one of the largest alternative education providers in Leicestershire. Established in 2006 we have a proven track record of academic achievement with students who have found the traditional national curriculum difficult.





WELCOME TO THE MELTON LEARNING HUB

SARAH COX
Manager

“

We are one of the largest alternative education providers in Leicestershire. Established in 2006 we have a proven track record of academic achievement with students who have found the traditional national curriculum difficult. This is often not through behaviour but also family issues and undiagnosed educational needs.

Working in groups of no more than 6, tutors spend time supporting learners to realise their full potential whilst also having time to address issues that might have arisen in their lives. Our learners often come from disadvantaged families and we aim to extend pupils' learning and improve behaviour and attendance. All of our students are encouraged to pick their own key adult ensuring they have consistent support from a trusted member of staff at the centre.

We are proud to deliver a wide variety of vocational qualifications from Entry level through to qualifications that meet the new Progress 8 measures for schools, across our three sites in Melton Mowbray.

We are a charity which is run not-for-profit and so all money is invested in our learners and the resources we make available to them. Over the past two years we have significantly expanded the training and qualifications we can deliver and hope you take time to look at all we have available for your students.


We currently have students attending from across the East Midlands and specialist schools such as The Grange, Knossington.

We are a registered NCFE and BTEC centre and have developed a strong working relationship with our moderators to ensure our courses are constantly changing and evolving.

We look forward to working with you.

WHY CHOOSE THE MELTON LEARNING HUB?

”



2 Sites in Melton
with transport between sites at lunchtimes

Involvement
in local
community
events



GCSE Maths
Support for students
still wanting to take their
GCSE Maths.

 **The Venue**
volunteering
scheme

**Homework
Support**
sessions at
The Venue

**Purpose
built
industrial
kitchen**
at The Venue

**Newly
built Craft
workshop**
Now offering:
Plastering
Plumbing
Wood Turning
Soap Making
Candle Making
Pottery




 **Free Breakfast**
scheme and hot
meal provided each
day supported by
Fareshare

 **Community
Dinner**



**FULLY
EQUIPPED
GYM**





AIMS AND OBJECTIVES OF THE MELTON LEARNING HUB

To act as a resource for young people up to the age of 25 living in Melton borough and surrounding area by providing advice and assistance and organising programmes of physical, educational and other activities as a means of:

Advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;

Advancing education of young people and wider community through the provision of facilities, not requires to be provided by the local education authority in any of the local schools and which are of educational value;

Relieving unemployment in the local community by providing assistance to those who are seeking full or part time employment ; and

Providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

Registered Charity Number 1139747
BTEC Qualifications Centre 06896
NCFE Qualifications Centre 8462210

WHAT OUR STUDENTS SAY

“



CRAIG NUGENT

TUTOR FOR STUDENTS
WITH LEARNING
DIFFICULTIES

Without sounding too cheesy or clichéd, the Melton Learning Hub changed my life. Growing up on a council estate can be challenging for any young person, and I was, as many others are, influenced by the people around me. I made some bad choices and my attendance at school was very poor.

At around the age of 14, I was offered a place on a course at the Hub, little did I know, this was the start of a whole new me. The staff at the Hub treated the students on a mutual respect basis; we worked together and we were made to feel supported in a way that gave us more independence than a typical schooling environment. I gained many qualifications during my time at the Hub in both academic and vocational subjects, and also won multiple awards.

The Hub's more pastoral approach taught me self-respect and self-confidence, which in turn, allowed me to believe that I was capable of achieving things in life that previously I didn't think were possible.

After my GCSE year at school, the Hub supported me to get a place on an A Level course and later, a college course in Bricklaying. I gained full time employment at 18 and successfully worked up to a management role. I am now settled with my beautiful fiancée and I am working as a Tutor for students with learning difficulties and social and emotional needs. I adore my job and feel like I am giving something back to an environment that helped me so much in my life.

Thank you MLH for everything you did for me, and for inspiring me to do what I am doing now and for helping me to have the confidence to have a fantastic future.

MEGAN BRAITHWAITE

LANCE CORPORAL,
ARMOURER,
BRITISH ARMY.



I attended the Hub for one day a week during the final two years of my school education due to disliking the classroom environment and being more of a kinaesthetic learner.

I took Beauty, PE and Cooking during my time at the Hub and gained many skills and qualifications due to their support and encouragement along with successfully holding down a part time job at the café that the Hub owns.

I often return to the Hub to catch up with the team and tell the new generation of students about the life I now lead and to prove that no matter what type of learner you are, everyone can succeed.

“

I gained many qualifications during my time at the Hub in both academic and vocational subjects.

”

CONSTRUCTION

LEVEL 1 AWARD OCCUPATIONAL STUDIES FOR THE WORKPLACE

LEVEL 1 CERTIFICATE OCCUPATIONAL STUDIES FOR THE WORKPLACE

What will your students do?

During their time at the Melton Learning Hub students learn a variety of skills connected to the construction industry. Everything from bricklaying, carpentry, plastering, plumbing and painting and decorating. We also take a close look at personal protective equipment required and health and safety rules which need to be followed when working in the industry. This course is designed not only to develop the students' skill set, but to also build up their self belief and preparation for college.



Qualification overview

Qualification Title	NCFE Level 1 award in Occupational Studies in the Workplace	NCFE Level 1 Certificate in Occupational Studies in the Workplace
Qualification number (QN)	601/1087/9	601/1088/0
Total Qualification Time (TQT)	60	130
Guided Learning Hours (GLH)	35 hours	88 hours
Credits	6	13

CONSTRUCTION

LEVEL 1 AWARD IN OCCUPATIONAL STUDIES FOR THE WORKPLACE

LEVEL 1 CERTIFICATE IN OCCUPATIONAL STUDIES FOR THE WORKPLACE

Qualification structure and how to achieve

To be awarded the NCFE Level 1 award or Level 1 Certificate, pupils are required to successfully complete the following units. 2 Units for Award and 4 units for Certificate

Level 1 Award/Certificate	Unit summary
Unit 9 – Developing bricklaying skills	The aim of this unit is to develop the learner's knowledge of the tools, materials and safe working practices used in basic bricklaying processes. They will also work as part of a team.
Unit 10 – Using Painting skills for interior ceilings and walls	In this unit learners will demonstrate preparation, maintenance and cleaning of the work area. They will use equipment to prepare and paint a surface area
Unit 11 – Introduction to plastering techniques	In this unit the learner will know about the equipment, materials and range of common backgrounds used in plastering. The learner will also demonstrate the preparation, floating techniques and
Unit 13 – Carpentry hand skills	This unit provides learners with the knowledge of hand tools in carpentry. They will demonstrate the use of tools and techniques used in carpentry.



Assessment requirements

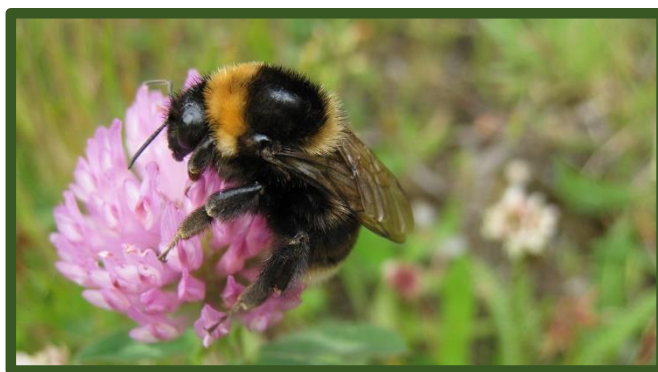
Internally assessed and externally quality assured portfolio of evidence.

WILDLIFE AND CONSERVATION

LEVEL 1 AWARD IN OCCUPATIONAL STUDIES FOR THE WORKPLACE

What will your students do?

This qualification enables students to recognise a range of habitats and the energy links between plants and animals. Students will learn to recognise 5 different habitats; they will then look more closely at 3 of them. Students will look at what trees, plants and animals live and grow in each habitat and how they help to support each other. They will look at things that may affect each site, like climate or natural disaster. Students will learn about food chains and how small changes can affect the development of animals and plants. The students will have a chance to visit areas within the county to look at different habitats, they will go pond dipping and to a local nature reserve to help with their learning. Students will also make a variety of things to help with the local wildlife like bug houses, hedgehog boxes etc.



Qualification overview

Qualification Title	NCFE Level 1 award in Occupational Studies in the Workplace
Qualification number (QN)	601/1087/9
Total Qualification Time (TQT)	60
Guided Learning Hours (GLH)	50
Credits	6

WILDLIFE AND CONSERVATION

LEVEL 1 AWARD IN OCCUPATIONAL STUDIES FOR THE WORKPLACE

Qualification structure and how to achieve

To be awarded the NCFE Level 1 award, pupils are required to successfully complete the following unit

Level 1 Award	Unit summary
Unit 7 – Introduction to wildlife and conservation	This unit enables learners to recognise a range of habitats and energy links between plants and animals.



Assessment requirements

Internally assessed and externally quality assured portfolio of evidence.

CREATIVE MEDIA

LEVEL 1 AWARD IN OCCUPATIONAL STUDIES FOR THE
WORKPLACE

LEVEL 1 CERTIFICATE IN OCCUPATIONAL STUDIES FOR
THE WORKPLACE

What will your students do?

In this course the learners will complete 3 units to achieve the award and 5 units to achieve the Certificate. The students will learn how to use digital materials and the relevant software including Photoshop. They will generate different ideas for digital photography and photo manipulation and produce a plan for their project. They will capture different images and produce a final piece. The students will also carry out research on different aspects of creative media, for example: print material, television programmes, films and computer games. They will work as a team to produce a creative media project. This could be either animation, image and sound editing, producing and editing a short film.



Qualification Title	NCFE Level 1 award in Occupational Studies for the Workplace	NCFE Level Certificate in Occupational Studies for the Workplace
Qualification number (QN)	601/1087/9	601/1088/0
Total Qualification Time (TQT)	60	130
Guided Learning Hours (GLH)	35	88
Credits	6	13

CREATIVE MEDIA

LEVEL 1 AWARD IN OCCUPATIONAL STUDIES FOR THE
WORKPLACE

LEVEL 1 CERTIFICATE IN OCCUPATIONAL STUDIES FOR
THE WORKPLACE

Qualification structure and how to achieve

To be awarded the NCFE Level 1 award or Certificate, pupils are required to successfully complete 6 or 13 credits of the following units.

Level 1 Award/Certificate	Unit Summary
Unit 30 – Exploring digital photography	In this unit the learner will explore digital photography, generate ideas, produce photographic images and review their own work.
Unit 32 – Creative Media production group project	In this unit the learner will research an aspect of creative media and then demonstrate and review work-related skills in presenting information.
Unit 36 – Using a camera and accessories	In this unit the learner will be able to create and transfer images using a camera. They will understand the associated health and safety issues and procedures.
Unit 37 – Exploring Digital Photography	In this unit the learner will be able to use a tripod and camera and understand the associated health and safety issues.
Unit 65 – Working in a team	In this unit the learner will understand the characteristics of a good team. They will participate in a team, whilst demonstrating strengths and the ability to value contribution from others.



Assessment requirements

Internally assessed and externally quality assured portfolio of evidence.

HORTICULTURE

LEVEL 1 AWARD IN OCCUPATIONAL STUDIES FOR THE WORKPLACE

What will your students do?

The aim of this course is to develop the learner's knowledge and skills in garden horticulture.

Students will develop knowledge of indoor and outdoor sowing and growing techniques. They will learn how to care and maintain the plants that they grow.

At the Hub we have a small garden that the students maintain and plant a variety of flowers and vegetables.

The vegetables are then used in the kitchen to help feed the students or they can choose to take them home.



Qualification overview

Qualification Title	NCFE Level 1 award in Occupational Studies in the Workplace
Qualification number (QN)	601/1087/9
Total Qualification Time (TQT)	60
Guided Learning Hours (GLH)	54
Credits	6

HORTICULTURE

LEVEL 1 AWARD IN OCCUPATIONAL STUDIES FOR THE WORKPLACE

Qualification structure and how to achieve

To be awarded the NCFE Level 1 award, pupils are required to successfully complete the following units

Level 1 Award	Unit summary
Unit 1 – Developing skills in garden and horticulture	The aim of this unit is to develop the learner's knowledge of and skills in garden horticulture
Unit 2 – Sowing and growing techniques	In this unit the learner will develop knowledge of indoor and outdoor sowing and growing techniques and the care of transplant seedlings/plants.



Assessment requirements

Internally assessed and externally quality assured portfolio of evidence.

BEAUTY / CRAFT

LEVEL 1 AWARD IN CREATIVE CRAFT (USING BEAUTY, ART AND CRAFT)

LEVEL 2 AWARD IN CREATIVE CRAFT (USING BEAUTY, ART AND CRAFT)

What will your students do?

Each of these courses is 1 year. In Level 1 beauty the students will learn health and safety, anatomy and physiology, manicures, pedicures and nail art. They will cover facials, facial characteristics and imperfections. Students will also make their own facial products from raw materials, work on reception skills and how to book in appointments. Students will also research make-up, create make-up guides and step by step make-up tutorials. At Level 2 students will progress by re-visiting manicure and pedicure treatments and learning more advanced techniques and also learn the physiological effects of hair growth on the body and discover how to provide effective ankle to knee wax depilation. Students will then learn more advanced facial treatments and look at the cosmetic science behind lash and brow tinting treatments and eyebrow shaping techniques and facial imperfections and creating them using special effects make-up. Finally, students will work on a fantasy make-up design that they will research, plan and create and then evaluate to conclude their qualification.

For the Creative Craft award students will learn what it takes to become creative and comes under the heading of art to explore different art and craft activities each week from pottery, card making, wreath making, t-shirt design, soap and candle making and much more. This course certainly brings out your creative side.



Qualification overview

Qualification Title	NCFE Level 1 award in creative craft	NCFE Level 2 award in creative craft
Qualification number (QN)	601/3360/0	601/3361/2
Total Qualification Time (TQT)	90	100
Guided Learning Hours (GLH)	80	70
Credits	9	10

BEAUTY / CRAFT

LEVEL 1 AWARD IN CREATIVE CRAFT (USING BEAUTY, ART AND CRAFT)

LEVEL 2 AWARD IN CREATIVE CRAFT (USING BEAUTY, ART AND CRAFT)

Qualification structure and how to achieve

To be awarded the NCFE Level 1 & Level 2 awards, pupils are required to successfully complete the following units

Level 1 Award	Unit summary
Unit 1 – Explore craft resources	Learners will develop their knowledge of materials and the techniques required to manipulate them. Learners will explore the properties and characteristics of different materials and develop their use of tools and equipment for working with selected materials. Learners will also cover health and safety procedures relevant to the chosen tools and materials.
Unit 2 – Explore craft ideas	Learners will explore the work of others to inspire and develop their own craft ideas. Learners will record their ideas and discuss them with others, responding to feedback and giving reasons for their final choice.
Unit 3 – Create, present and review final craft item	This unit allows learners to plan, produce and reflect upon their own craft work. Learners will plan and prepare the tools, materials and equipment required to produce their craft item whilst maintaining a safe working environment. Learners will have the opportunity to display their finished piece in an appropriate way or setting for others to see. Learners will also identify any issues/challenges they faced in the creative process and create an action plan to help them with future developments.
Level 2 Award	Unit summary
Unit 1 – Use materials, tools and equipment to develop craft techniques	Learners will explore different materials and develop an understanding of the visual and tactile qualities of them. They will develop techniques for manipulation of different craft materials and develop the use of tools required, whilst ensuring that they observe the health and safety aspects of the materials, tools and techniques used.
Unit 2 – Develop craft ideas	Learners will research and compare sources and contexts to inspire their ideas for craft. Learners will have the opportunity to present their ideas to others to gain feedback on which to adapt or how to improve their idea. They will develop their ideas by researching, debating and adapting before selecting and justifying their final choice.
Unit 3 – Create, present and evaluate final item	In this unit learners will plan, produce and evaluate their own craft work. Learners will prepare the tools, materials and equipment required to produce their craft item whilst maintaining a safe working environment. Learners will have the opportunity to display their finished piece in an appropriate way or setting for others to see. Learners will also evaluate the whole creative process and record any issues/challenges they faced and any areas for improvement.

Assessment requirements

Internally assessed and externally quality assured portfolio of evidence.

NAIL ART AND MAKE-UP ARTISTRY

LEVEL 1 AWARD IN OCCUPATIONAL STUDIES FOR THE WORKPLACE

What will your students do?

This course takes one year to complete. In nail art you will explore how to produce nail art using various techniques and how to apply nail art on natural and artificial nails. In make-up artistry you will learn how to use make-up techniques to enhance facial characteristics and disguise imperfections and how make-up can change different face shapes using contouring cosmetics.



Qualification overview

Qualification Title	NCFE Level 1 award in occupational studies in the workplace
Qualification number (QN)	601/1087/9 0
Total Qualification Time (TQT)	60
Guided Learning Hours (GLH)	60
Credits	6

BEAUTY

LEVEL 1 AWARD IN CREATIVE CRAFT (USING BEAUTY, ART AND CRAFT)

LEVEL 2 AWARD IN CREATIVE CRAFT (USING BEAUTY, ART AND CRAFT)

Qualification structure and how to achieve

To be awarded the NCFE Level 1 award, pupils are required to successfully complete the following units

Level 1 Award	Unit Summary
Unit 62 – Nail art application	In this unit the learner will understand how to prepare for and carry out nail art techniques.
Unit 63 Basic make-up application	In this unit the learner will understand how to prepare for and carry out make-up for basic make-up application.



Assessment requirements

Internally assessed and externally quality assured portfolio of evidence.

EXERCISE

ENTRY 3 AWARD IN OCCUPATIONAL STUDIES FOR THE
WORKPLACE

LEVEL 1 AWARD IN EXERCISE STUDIES

LEVEL 2 AWARD IN OCCUPATIONAL STUDIES FOR THE
WORKPLACE

What will your students do?

In this course you will learn about how the body works, the effects of exercise on the body and how to keep healthy and fit. You will also design your own training program specific to you and the sports you enjoy. Regular classes in the gym will be based around your targets as well as other activities off site



Qualification overview

Qualification Title	NCFE Entry 3 Award in Occupational Studies for the Workplace	NCFE Level 1 Award in Exercise Studies	NCFE Level 2 Award in Occupational Studies for the Workplace
Qualification number (QN)	601/1186/0	500/7997/9	601/1424/1
Total Qualification Time (TQT)	60	120	60
Guided Learning Hours (GLH)	40	90	42
Credits	6	12	6

EXERCISE

ENTRY 3 AWARD IN OCCUPATIONAL STUDIES FOR THE WORKPLACE

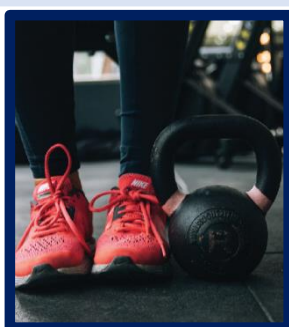
LEVEL 1 AWARD IN EXERCISE STUDIES

LEVEL 2 AWARD IN OCCUPATIONAL STUDIES FOR THE WORKPLACE

Qualification structure and how to achieve

To be awarded the NCFE qualifications, pupils are required to successfully complete the following units

Entry 3 Award	Unit summary
Unit 56 – Health and Fitness	In this unit the learner will understand why and how to keep fit and how to interact with others in a health and fitness setting. The learner will also participate in health and fitness development activities using safe working practices, complete a training programme and review their own performance and skills.
Unit 60 – How the body works	In this unit the learner will understand some functions of the skeletal and muscular system, main components and functions of the cardiorespiratory system and some nutrients for a healthy diet..
Level 1 Award	Unit summary
Unit 1 – Understand the principles of exercise and fitness	This unit starts by preparing learners to participate in exercise activities. They will find out what fitness is and how it is achieved, then consider the importance of correct diet and nutrition. Learners will look at the effect of exercise on the body's systems, including rest, stress and substance abuse.
Unit 2 – Demonstrate an understanding safety factors relating to exercise	In this unit, learners will learn about the safety factors they need to consider when taking part in exercise activities. They will carry out safety checks on their exercise environment. Learners will find out how to select appropriate clothing and footwear for their chosen activities and how to avoid potentially damaging exercise.
Unit 3 – Apply the principles of a training program	Learners will measure their current fitness levels and use the results to plan a 'Personal Fitness Profile'. This will enable them to design an appropriate exercise programme designed to improve their personal fitness levels. Learners should be encouraged to identify, within their training objectives, measurable goals, for example, to lose 6lbs in weight, to be able to run 1 mile in less than 7 minutes. They will review their progress by re-evaluating fitness levels, planning future exercise sessions by applying the F.I.T.T. principle and recommending any changes to improve their fitness.
Level 2 Award	Unit summary
Unit 36 – Taking part in sport	In this unit the learner will understand a sporting activity, the importance of physical preparation and be able to improve performance in a sporting activity.
Unit 37 – Personal physical fitness	In this unit the learner will understand how to assess their own physical fitness levels and be able to follow strategies for improvement.



ANIMAL CARE

ENTRY 3 AWARD IN OCCUPATIONAL STUDIES FOR THE WORKPLACE

What will your students do?

This course is to help learners build their confidence caring for small animals. They will learn how to follow health and safety rules when working with the animals. They will learn about domesticated animals and why we as humans domesticated them. Students will learn about different animal behaviours, some that are shared with humans. Students will get a hands on experience handling animals, learning how to hold them and care for their needs. How to recognise when an animal is sick and what are the signs that an animal is healthy.



Qualification overview

Qualification Title	NCFE Entry 3 Award in Occupational Studies for the Workplace
Qualification number (QN)	601/1186/0
Total Qualification Time(TQT)	60
Guided Learning Hours (GLH)	40
Credits	6

ANIMAL CARE

ENTRY 3 AWARD IN OCCUPATIONAL STUDIES FOR THE WORKPLACE

Qualification structure and how to achieve

To be awarded the NCFE Entry 3 award, pupils are required to successfully complete the following units

Entry 3 Award	Unit Summary
Unit 7 – Building confidence: working with animals	In this unit the learner will be able to follow health and safety rules when working with animals, know about domesticated animals, be able to recognise behaviours in both animals and humans and know how to encourage animals to behave
Unit 8 – Check that a small animal is healthy	In this unit the learner will understand the signs of good health in a small animal and be able to restrain one.



Assessment requirements

Internally assessed and externally quality assured portfolio of evidence.

EMPLOYABILITY

LEVEL 1 AWARD IN EMPLOYABILITY SKILLS

What will your students do?

This qualification aims to develop and enhance skills in order to prepare young people for employment, apprenticeships or even progressing onto college. The course will cover the following units, however depending on students pace of learning this qualification can be extended from an award to a certificate allowing students to pick extra units to suit their individual needs.



Qualification overview

Qualification Title	NCFE Level 1 Award in Employability Skills
Qualification number (QN)	601/4680/1
Total Qualification Time(TQT)	60
Guided Learning Hours (GLH)	36
Credits	6

EMPLOYABILITY

LEVEL 1 AWARD IN EMPLOYABILITY SKILLS

Qualification structure and how to achieve

To be awarded the NCFE Level 1 award, pupils are required to successfully complete the following units

Entry 3 Award	Unit summary
Unit 1- Understanding mind	This unit aims to provide learners with an understanding of how employability can be affected by their mindset, focusing on the key qualities sought by employers.
Unit 2- Understanding your customers	In this unit learners will be introduced to identifying and understanding customer needs within different straightforward contexts. This unit will cover identifying who customers might be (both within the organisation as well as external customers), what they would want as customers and what their customers might want.
Unit 3 – Understanding motivation	In this unit learners will be introduced to an exploration of motivation in a work context. This unit will cover what motivates or demotivates people and the impact this can have and how motivation can be influenced by colleagues, home life, career prospects and expectations.
Unit 6-Setting yourself targets	This unit introduces learners to informal and formal target setting in the workplace. It will cover why and how targets are set as part of formal appraisal systems and how and why they might want to set personal targets.
Unit 25-Using social media in the workplace	This unit introduces learners to the use of social media in the workplace, focusing on safe and responsible use. This unit also allows learners to develop the skills needed to develop and maintain social media networks.
Unit 31-Job application skills	This unit introduces learners to the sort of information needed for a job application, how to complete a straightforward job application form and write a covering letter. The unit content includes understanding the type of information usually requested in job application forms, presenting information appropriately for the audience and purpose, and basic guidelines for completing forms and formal letter writing
Unit 32-Interview skills	This unit introduces learners to the preparation needed for job interviews and being interviewed. The unit content will include finding out more about the recruiting organisation and the role, identifying and preparing for potential interview questions, appropriate dress and language for interviews, speaking and listening skills and getting feedback.
Unit 39-Job search	This unit introduces learners to the necessary knowledge and skills for carrying out searches for jobs and making applications. The unit will cover identifying the best places to look for suitable job opportunities, using job searching resources and knowing who can support them to look for work. The unit starts with a personal career plan and review, and then explores the different ways learners can attempt to find work. The learners then move on to review the local job market and assess their individual prospects.

Assessment requirements

Internally assessed and externally quality assured portfolio of evidence.

GRAPHIC DESIGN

LEVEL 1 AWARD IN GRAPHIC DESIGN

What will your students do?

In this course students will learn about all the elements of Graphic Design and how it is a form of visual communication and to build a portfolio of their own work. They will look at how different companies use Graphic design from clothing brands, to mobile phone apps, website designs, food packaging and many more. They will research other designers and look at their style and produce their own Graphic design practice which can be either a comic-strip, hand-drawn animation, brand logos, flyers, posters or lots of other forms of digital design. This course will suit students who work well with either hands on, hand drawn/hand made designs or students who like to use computers and software including Photoshop and design and drawing software.



Qualification overview

Qualification Title	NCFE Level 1 Award in Graphic Design
Qualification number (QN)	500/8454/9
Total Qualification Time(TQT)	100
Guided Learning Hours (GLH)	90
Credits	10

GRAPHIC DESIGN

LEVEL 1 AWARD IN GRAPHIC DESIGN

Qualification structure and how to achieve

To be awarded the NCFE Level 1 award, pupils are required to successfully complete the following units

Level 1 Award	Unit summary
Unit 1- Explore graphic processes, materials and techniques	In this unit, learners will explore a range of graphic design elements, materials and terminology and will identify suitable techniques and processes in response to a given design brief. Learners will explore and develop basic design skills using graphic design techniques and processes appropriate to the design.
Unit 2-Explore sources of ideas in a graphic design context	In this unit, learners will explore the contexts in which graphic design solutions are produced and identify influences in the development of graphic design solutions.
Unit 3-Explore and develop graphic design ideas	In this unit, learners will use a range of sources to inform ideas in response to the design brief and will use visual techniques to propose alternative ideas in response to feedback and constraints. Learners will also develop an idea using different ways of working.
Unit 4-Produce and present final graphic outcomes	In this unit, learners will plan for production of their final work using developed ideas. Learners will produce their final work showing a basic level of skill using materials and techniques. Learners will also review the whole design process.



Assessment requirements

Internally assessed and externally quality assured portfolio of evidence.

LEVEL 2 AWARD IN OCCUPATIONAL STUDIES FOR THE WORKPLACE

Level 2 starts with the comprehensive health and safety and then an introduction into tools however it covers much more work on the vehicles themselves and the systems that are within them such as steering and braking. Once again we cover a lot of practical working on both cars and motorcycles. The second unit is much more theoretical and addresses how you behave in a workplace and how your actions may affect your work colleagues, this completes level 2.



Qualification overview

Qualification Title	NCFE Level 1 Award in Occupational Studies for the Workplace	NCFE Level 2 Award in Occupational Studies for the Workplace
Qualification number (QN)	601/1087/9	601/1424/1
Total Qualification Time(TQT)	60	60
Guided Learning Hours (GLH)	35	42
Credits	6	6

MECHANICS

LEVEL 1 AWARD IN OCCUPATIONAL STUDIES FOR THE
WORKPLACE

LEVEL 2 AWARD IN OCCUPATIONAL STUDIES FOR THE
WORKPLACE

LEVEL 2 CERTIFICATE IN OCCUPATIONAL STUDIES FOR THE
WORKPLACE

Qualification structure and how to achieve

To be awarded the NCFE qualifications, pupils are required to successfully complete the following units

Level 1 Award	Unit summary
Unit 21 – Motor vehicle workshop tools and equipment	In this unit the learner will be able to work safely and use tools, workshop equipment and materials for vehicle maintenance.
Unit 23 – Introduction to vehicle valeting	In this unit the learner will be able to work safely when conducting vehicle valeting and perform vehicle inspections, ensuring appropriate disposal of waste products.
Level 2 Award	Unit summary
Unit 10 – In this unit the learner will be able to perform basic motor vehicle maintenance, describe systems of types of service vehicles and assist in scheduled servicing of motor vehicles.	In this unit the learner will be able to perform basic motor vehicle maintenance, describe systems of types of service vehicles and assist in scheduled servicing of motor vehicles.
Unit 13 – Introduction to motor vehicle maintenance and repair	In this unit the learner will understand the duties, procedures, use of equipment and health and safety procedures when working in a garage. They will be able to communicate with others when working in a garage.



Assessment requirements

Internally assessed and externally quality assured portfolio of evidence.

COOKING

LEVEL 1/2 AWARD IN OCCUPATIONAL STUDIES FOR THE WORKPLACE

LEVEL 1/2 AWARD IN CREATIVE CRAFT

What will your students do?

The objective of this course is to give you the ability to cook a meal from scratch. Led by a trained chef, you will learn how to source and use fresh ingredients in a catering environment. These skills will prepare you for the catering industry. You will learn the basics of cooking and produce a wide variety of dishes which you can consume at the end of each session. You will produce a portfolio which evidences your progression and achievement.



Qualification overview

Qualification Title	NCFE Level 1/2 Award in Occupational Studies for the Workplace		NCFE Level 1/2 Award in Creative Craft	
Qualification number (QN)	LI - 601/1087/9	L2 - 601/1424/1	LI - 601/3360/0	L2 – 601/3361/2
Total Qualification Time(TQT)	60	60	90	100
Guided Learning Hours (GLH)	35	42	80	70
Credits	6	6	9	10

COOKING

LEVEL 1/2 AWARD IN OCCUPATIONAL STUDIES FOR THE WORKPLACE

LEVEL 1/2 AWARD IN CREATIVE CRAFT

Qualification structure and how to achieve

Level 1 Award Occ Studies	Unit summary
Unit 24-Basic food preparation and	In this unit the learner will know about the principal methods of cooking and be able to prepare, cook and present simple dishes. Learners will conduct research into 6 different cookery methods and cook a dish using each one. They will also have to look at the different health and safety aspects for each method and present their finding with each dish.
Unit 25-Customer service in the hospitality	In this unit the learner will know about the benefits and importance of good customer service. They will be able to communicate with customers in a hospitality environment.
Level 2 Award Occ Studies	Unit summary
Unit 14 – Developing Cooking Skills	In this unit the learner will understand how to plan meals and use a range of cooking equipment, ingredients and methods to produce dishes. They will also learn how to source their ingredients and budget their meals, whilst taking into consideration some basic nutrition. The learner will also understand the importance of health
Unit 15-Cooking with meat, fish and	In this unit the learner will be able to prepare and cook meat, fish and vegetables. The learner will understand how to prepare and present a balanced meal, prepare standard recipes and explain their nutritional values. The learner will be able to evaluate their own work and understand health and safety principles.
L1 Award Creative Craft	Unit summary
Explore craft resources	Learners will develop their knowledge of materials and the techniques required for cookery. Learners will explore the properties and characteristics of different ingredients and develop their use of tools and equipment for working with selected ingredients. Learners will also cover health and safety procedures relevant to the chosen tools and ingredients.
Explore craft ideas	Learners will explore the work of others to inspire and develop their own cookery ideas. Learners will record their ideas and discuss them with others, responding to feedback and giving reasons for their final choice.
Create, present & review final cookery	This unit allows learners to plan, produce and reflect upon their own cookery craft work. Learners will plan and prepare the tools, materials and equipment required to produce their craft item whilst maintaining a safe working environment. Learners will have the opportunity to display their finished piece in an appropriate way or setting for others to see. Learners will also identify any issues/challenges they faced in the creative process and create an action plan to help them with future developments.
L2 Award Creative Craft	Unit summary
Use materials, tools and equipment to develop craft techniques	Learners will explore different ingredients and develop an understanding of the visual and tactile qualities of them. They will develop techniques for manipulation of different cookery materials and develop the use of equipment required, whilst ensuring that they observe the health and safety aspects of the materials, tools and techniques used
Develop craft ideas	Learners will research and compare sources and contexts to inspire their ideas for cookery. Learners will have the opportunity to present their ideas to others to gain feedback on which to adapt or how to improve their idea. They will develop their ideas by researching, debating and adapting before selecting and justifying their final choice.
Create, present and evaluate final cookery item	In this unit learners will plan, produce and evaluate their own cookery craft work. Learners will prepare the tools, materials and equipment required to produce their craft item whilst maintaining a safe working environment. Learners will have the opportunity to display their finished piece in an appropriate way or setting for others to see. Learners will also evaluate the whole creative process and record any issues/challenges they faced and any areas for improvement.

DRAMA

ENTRY LEVEL 3 AWARD IN OCCUPATIONAL STUDIES FOR THE WORKPLACE

What will your students do?

In this course the students will learn practical skills relating to performing arts. This can include performance skills, props and costumes or technical skills relating to sound and lighting. The students will be involved in a variety of Drama games and team games with the focus on the students not feeling pressured and to have fun whilst improving their confidence. The written work focuses on how to improve their own confidence, working in a team and problem solving which will all be related to the skills they have learnt in lesson.



Qualification Title	NCFE Entry 3 award Occupational Studies for the Workplace
Qualification number (QN)	601/1186/0
Total Qualification Time(TQT)	40
Guided Learning Hours (GLH)	60
Credits	6

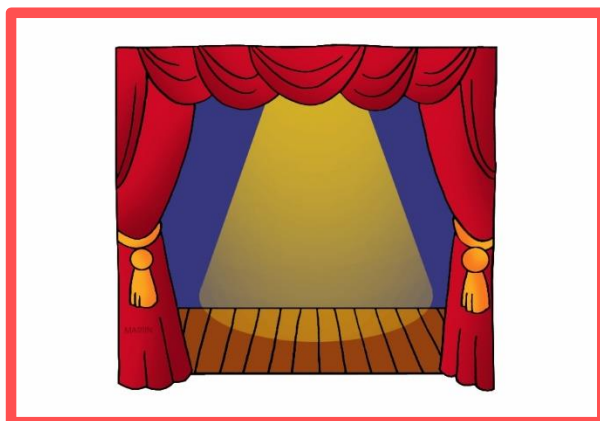
DRAMA

ENTRY LEVEL 3 AWARD IN OCCUPATIONAL STUDIES FOR THE WORKPLACE

Qualification structure and how to achieve

To be awarded the NCFE Entry 3 award, pupils are required to successfully complete the following units

Entry 3 Award	Unit summary
Unit 70 – Working in a team	In this unit the learner will understand the features of good team working and be able to work cooperatively with others in the team and understand how team members value each other's contributions. The learner will be able to review their team work.
Unit 71 – Problem solving skills for work	In this unit the learner will understand how to recognise a problem in the workplace and be able to identify a solution to the problem.
Unit 75 – Improving own confidence	In this unit the learner will learn about confidence, decision making and associated emotions and feelings. The learner will also understand how having goals can increase confidence.



Assessment requirements

Internally assessed and externally quality assured portfolio of evidence.

CHILDCARE

LEVEL 1 AWARD IN OCCUPATIONAL STUDIES FOR THE WORKPLACE

What will your students do?

This course is designed for students who are wishing to get a basic insight into working with children in a nursery setting and also gives them a taster of the topics covered should they wish to progress on to childcare courses at college.



Qualification Title	NCFE Level 1 Occupational Studies for the Workplace
Qualification number (QN)	601/1087/9
Total Qualification Time(TQT)	60
Guided Learning Hours (GLH)	35
Credits	6

CHILDCARE

LEVEL 1 AWARD IN OCCUPATIONAL STUDIES FOR THE WORKPLACE

Qualification structure and how to achieve

To be awarded the NCFE Level 1 award, pupils are required to successfully complete the following units

Level 1 Award	Unit summary
Unit 69-Caring for babies and young children	In this unit learners will learn skills to care for babies including how to bath a baby, how to make up bottles, how to dress babies and how to respond to the need for sleep and rest in young children.
Unit 70-Understanding children's social and emotional development	In this unit the learner will understand the key elements and needs of children's social and emotional development. The learner will also understand behavioural patterns, how and why children learn and how to encourage children to feel positive about themselves.



Assessment requirements

Internally assessed and externally quality assured portfolio of evidence.

FUNCTIONAL SKILLS

MATHS AND ENGLISH ENTRY LEVEL TO LEVEL 2

All learners will be assessed at the beginning of their time at the Hub and will start their Functional Skills journey at the level they are assessed at. Learners can then progress through the levels during their time with us

About Functional Skills English

Functional Skills English qualifications are designed to enable learners to develop confidence and fluency in, and a positive attitude towards, English. As a result of the qualification, learners should be able to demonstrate their competence in English by using it in real-world situations as well as demonstrating a sound grasp of basic English knowledge and skills.

English skills are a fundamental part of everyday life, as they help people to successfully engage and communicate with those around them, whether that's in a social, professional or learning environment. So no matter what a learner's future goals are, literacy and English skills will ensure they succeed.

NCFE Entry Level 1/2/3 Functional Skills Qualification in English 603/5059/3 / 603/5056/8 / 603/5052/0

NCFE Level 1 and 2 Functional Skills Qualification in English 603/5058/1 / 603/5054/4

About Functional Skills Maths

Functional Skills Maths qualifications are designed to enable learners to gain confidence in using mathematics. The qualifications provide a foundation for progression into employment or further technical education and develop skills for everyday life, where the skills gained can be applied to solve mathematical problems.

A good understanding of maths is essential for many parts of life, from using maths day to day with things such as managing money, to more complex knowledge which helps learners move on to further and higher education

NCFE Functional Skills Qualification in Mathematics at Entry Level 1/2/3 603/5057/X / 603/5053/2 / 603/5061/1

NCFE Level 1 and 2 Functional Skills Qualification in Mathematics 603/5055/6 / 603/5060/X





THE MELTON LEARNING HUB PROSPECTUS



The Melton Learning Hub:

Burton Road
Melton Mowbray
Leicestershire LE13 1DJ
Telephone: 01664 564967

Email & Web:

✉ sarah.cox@mlh.org.uk
🌐 meltonlearninghub.org