

# 14-16 COURSE GUIDE

2021-22

---

Banbury and Bicester College  
Bracknell and Wokingham College  
City of Oxford College  
Guildford College  
Merrist Wood College  
Reading College

---



# CONTENTS

2	Information
4	Progression routes
5	Support for students
6	How to apply
	Choose a pathway
10	Animal Care
12	Business and IT
14	Catering and Hospitality
16	Construction Multi Trades
18	Digital Art and Design
20	Exploring the Caring Sectors
22	Hair and Beauty
24	Horticulture
26	Motor Vehicle
28	Protective Services
30	Sport
32	Travel
34	Find us
40	Information for parents and carers

# WELCOME!



# INFORMATION

## Visit us

### Banbury and Bicester College

#### Banbury campus

Broughton Road  
Banbury  
OX16 9QA

### Bracknell and Wokingham College

Church Road  
Bracknell  
RG12 1DJ

### City of Oxford College

#### Oxford city centre campus

Oxpens Road  
Oxford  
OX1 1SA

### City of Oxford College

#### Technology campus - Blackbird Leys

Cuddesdon Way  
Oxford  
OX4 6HN

### Guildford College

Stoke Rd  
Guildford  
GU1 1EZ

### Merrist Wood College

Worplesdon  
Guildford  
GU3 3PE

### Reading College

Kings Road  
Reading  
RG1 4HJ

## For more information about the courses, please contact the 14-16 team:

01865 550550  
14-16@activatelearning.ac.uk

At Activate Learning, we provide programmes for young people in Years 10 and 11, which develop practical and social skills, build confidence and ignite a passion for learning.

Programmes are designed to support GCSE studies in school and prepare learners for successful progression.

Programmes are tailored to each individual learner, and will:

- provide opportunities to learn from practical experience
- help develop knowledge and understanding of work
- develop confidence, personal and social skills
- develop skills in readiness for enterprise, employability and further learning

Each study programme runs over one day a week and students can enrol onto more than one programme. Our flexible learning programme is an excellent way to explore a vocation and gain employability skills. Students will learn various life-skills and develop their English and Maths.

Qualifications are flexible and based on individual need and are available for learners whose first language is not English.

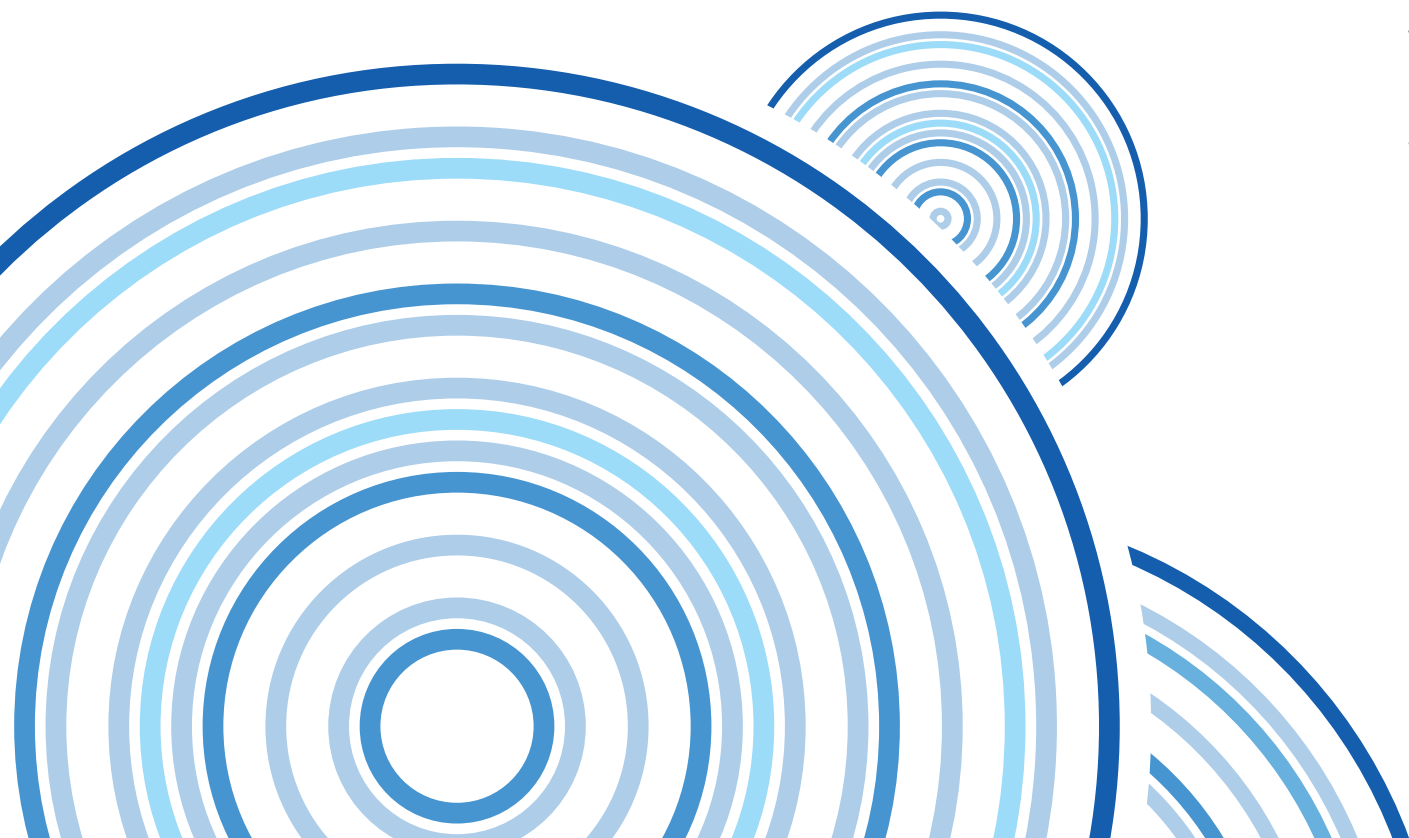
Applicants are encouraged to contact the 14-16 team, via their school or parents, to complete a referral form. Applicants will then be invited to meet with the programme tutor before joining.

There will be a cost that will be directly charged to the school if the applicant wishes to attend one of these programmes. The school must therefore confirm that they are happy to fund it.

Entry requirements include an interest in the subject, evidence of engagement with learning and a commitment to succeed.

For more information about the courses contained in this guide, please contact:

**14-16@activatelearning.ac.uk**

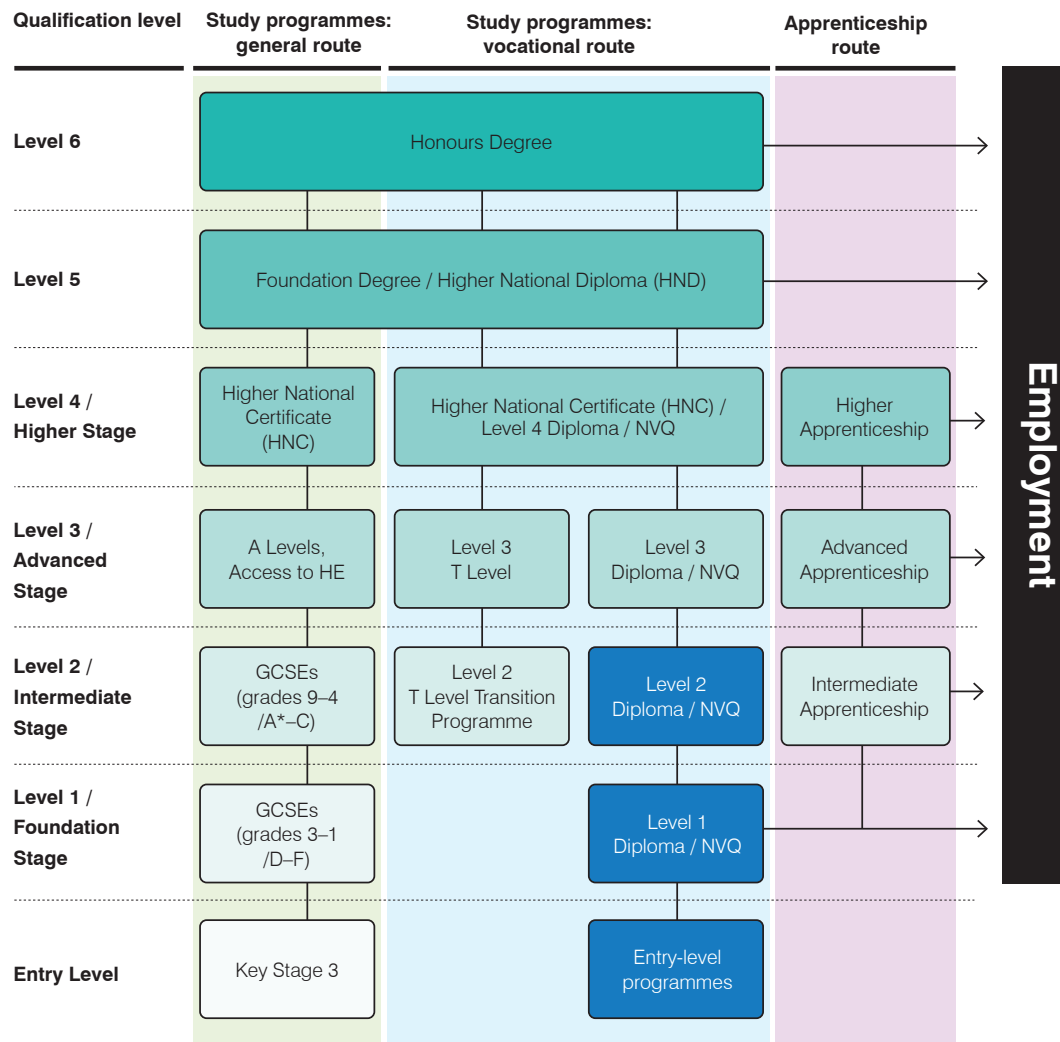




# PROGRESSION ROUTES

## Routes to higher education and employment

Our courses provide opportunities for strong achievement at age 14+ and a basis for progressing to qualifications such as BTEC diplomas, A-levels, apprenticeships and NVQs.



The levels highlighted in blue are available through our 14-16 course provision

# SUPPORT FOR STUDENTS

## Key workers

While studying with Activate Learning, a 14-16 Co-ordinator will be your first point of contact and will provide any help and support you might need.

## They will:

- be on hand to deal with any specific issues you may have and attend lessons each week, where you can raise any concerns
- keep in contact with your home school to ensure you are enjoying and progressing with all your studies. This includes reporting attendance to school and communication with parents and carers, ensuring that any issues raised are communicated home
- help you develop skills in working with others and managing your own learning, as well as helping you plan your future career

## Disability statement

Having a disability should not prevent you from enjoying a full life as a student. Activate Learning has an Equal Opportunity policy to which we are strongly committed. Those with a disability who would like to discuss any support they may require, or who would like to speak to a member of staff in confidence, can contact:

**14-16@activatelearning.ac.uk**



# HOW TO APPLY

01  
02  
03  
04  
05

**Step one  
Research**

Take a close look at the options available and think about what interests you the most. You can discuss your options with your parents and your school who will give you advice to help you make the right choice.

**Step two  
Taster**

Your school or parents completes a referral form to Activate Learning. You will be invited to attend a taster session at college for your chosen course.

**Step three  
Interview**

You will be invited to attend an interview. This gives us an opportunity to get to know more about you and your interests. It also gives you a chance to find out more about the programme and how it will support your future plans.

**Step four  
Offer**

Your home school or parent will be advised whether you have a place on your chosen course and they must confirm that they are happy to fund it.

**Step five  
Enrol and start**

We will confirm your place and send out the relevant paperwork - such as parental consent forms - to your home address, so that you are ready to start in September.



**Please note** that we will try our best to meet your choice, but places on some of the courses may be limited. Should your first choice be unavailable, your school or parent will help you identify other possibilities.





# CHOOSE A PATHWAY





# ANIMAL CARE

Location: Banbury  
Location: Merrist Wood

**If you are a self-confessed 'animal person', a career in animal care might be perfect for you.**

**Our animal care programme offers exciting and rewarding opportunities to work directly with animals, based at our brand new animal management centre in Banbury.**

**Studying and learning in a hands-on environment, you will have the opportunity to work directly with fish, insects, small animals such as rabbits, guinea pigs and ferrets, and reptiles such as snakes and small lizards. Our state-of-the-art animal management centre will help you develop skills and knowledge in a realistic and professional environment.**

## **What do I learn?**

Areas studied on this course include:

- assist with the movement and handling of animals
- develop your confidence and abilities to work with and care for animals
- care for fish and aquatic environments as well as prepare, clean and maintain animal accommodation

## **What can I do next?**

All students are guaranteed a progression interview as part of our offer, which can help you to progress to further study at the college.

## **What do I need?**

- An interest in working with animals
- Personal interview

“

**THIS COURSE HAS BEEN VERY GOOD AND I HAVE LEARNT A LOT FROM THIS. I WOULD LIKE TO CARRY IT ON AS A CAREER.”**





# BUSINESS AND IT

Location: Banbury

Location: Bracknell & Wokingham (IT only)

Location: Oxford

Location: Reading

**This qualification is for young people who want to explore a career in business or Information Technology (IT).**

**We will provide you with the opportunity to develop vital employability and independence skills. They include self-confidence, working with others, taking responsibility and time management. By the end of the course you will have benefited from a valuable insight in future study or careers open to you.**

## **What do I learn?**

This course will give you an introduction to IT, business and retail, as well as time to think about your future career. Learning will take place through a range of classroom based activities and practical hands on learning. You will take part in interactive and fun activities where assessment is continuous rather than by exam.

## **What do I need?**

- an interest in business and IT
- a personal interview
- the ability to work as part of a team





# CATERING AND HOSPITALITY

Location: Banbury  
Location: Bracknell & Wokingham  
Location: Guildford  
Location: Oxford  
Location: Reading

**This qualification will introduce you to the world of hospitality and catering. The course develops practical skills in realistic work environments. You will work in our well-equipped kitchens and experience the pressure of working in a restaurant to gain the basic skills needed.**

## **What do I learn?**

You will learn through a series of demonstrations and practical activities delivered by highly qualified and professional staff.

Units include:

- health and safety
- teamwork
- customer care
- food preparation and cooking
- food and drink services

## **What can I do next?**

All students are guaranteed a progression interview as part of our offer, which can help you to progress to further study at the college.

## **What do I need?**

- An interest in catering
- Personal interview
- The ability to work as part of a team
- High standard of personal hygiene

There is an approximate cost of £55 for a personal uniform.

“

**EVEN IF I DECIDE  
NOT TO CARRY ON  
WITH CATERING IN  
THE FUTURE, THESE  
SKILLS WILL BE REALLY  
HELPFUL IN WHATEVER  
ELSE I DECIDE TO DO”**





# CONSTRUCTION MULTI TRADES

Location: Bracknell & Wokingham  
Location: Banbury  
Location: Oxford Technology Campus  
Location: Guildford

**This qualification introduces you to the world of construction.**

**You get to learn different skills and in different areas of construction using our fully-equipped workshops at our Technology Campus in Blackbird Leys, Oxford and Bracknell and Wokingham College.**

## **What do I learn?**

The course covers:

- brickwork
- carpentry
- plumbing

## **What can I do next?**

Progress onto a construction course such as plumbing, brickwork or carpentry.

## **What do I need?**

- An interest in construction
- Personal interview
- The ability to work as part of a team

Students need to provide their own safety boots and overalls, which are compulsory for this course.

“

**THE WAY YOU LEARN  
IS REALLY HANDS  
ON WHICH WORKS  
MUCH BETTER FOR  
ME. THE FACILITIES  
ARE LIKE BEING IN A  
WORKPLACE”**



# DIGITAL ART AND DESIGN

Location: Guildford

**This Award in Art, Design and Media helps you explore skills in the art, design and media sector with introductory skills and knowledge.**

## **What do I learn?**

You will learn practical and theoretical media, through creating media products, designing characters and other digital skills.

You will build a digital portfolio of work and improve your skills in researching, planning, designing, creating and pitching.

## **What can I do next?**

All students are guaranteed a progression interview as part of our offer.

## **What do I need?**

An interest in art, design and media and to demonstrate basic communication skills. The ability to be resilient and contribute to problem solving and be willing to create.





## EXPLORING THE CARING SECTORS

Location: Banbury  
Location: Guildford  
Location: Oxford  
Location: Reading

**This qualification will introduce you to the world of healthcare, social care and children's services and help you to get a broad overview of the sectors.**

### **What do I learn?**

Learners have the opportunity to study units relating to both children and adults, with a focus on a healthy lifestyle for all ages. There is also the chance to develop creative work skills in a number of units.

### **What can I do next?**

The course is specifically designed to give learners a pathway into the childcare or health and social care courses at Level 2 (with the appropriate GCSEs). It also gives a good grounding to a range of other courses

### **What do I need?**

Learners should be confident with their reading and writing skills. Additionally, learners should have a strong interest in the caring professions.

“

THIS COURSE HAS  
BEEN VERY GOOD  
AND I HAVE LEARNT  
A LOT FROM IT.  
I WOULD CARRY IT  
ON AS A CAREER.”





# HAIR AND BEAUTY

**Location:** Banbury (Beauty only)

**Location:** Bracknell & Wokingham (Hair only)

**Location:** Guildford

**Location:** Oxford (Beauty only)

**This qualification allows you to explore the exciting world of hair and beauty and the environment in which its industries operate.**

**If you enjoy working with people and making a difference, using skills to enhance hair, make-up and skin-care, this is a route to an amazing career in hair and beauty. A practical course with theory knowledge to enable you to progress in either hair or beauty.**

## **What do I learn?**

You will study how hair and beauty has developed to the present day and develop hair styling, make-up and manicure technical skills to produce your own photographic image. You will explore the ethics of product testing, the effects of ingredients on hair and skin and how disorders of the hair and skin can impact services.

## **What can I do next?**

Students can progress to the next level within hair and beauty.

## **What do I need?**

- A genuine interest in hairdressing and beauty therapy
- Personal interview

Learners are required to purchase a uniform and professional equipment to take part in this course. We will advise on this and provide approximate costs

“

**I HAVE REALLY ENJOYED BEAUTY. IT'S BEEN MY BEST TIME AT COLLEGE. I LOVE MY TUTOR, AND CANNOT WAIT TO DO LEVEL 2 BEAUTY.”**





# HORTICULTURE

Location: TBC

**This course is designed for the practical student who wishes to gain a recognised qualification in preparation for employment in the landscaping or horticultural industries.**

## **What do I learn?**

This practical course is taught by highly qualified tutors in the extensive ornamental grounds, plant nursery, woodlands and sports turf areas at the College, using both hand tools and modern machinery and equipment.

Literacy, numeracy and IT will be developed alongside the vocational subject knowledge.

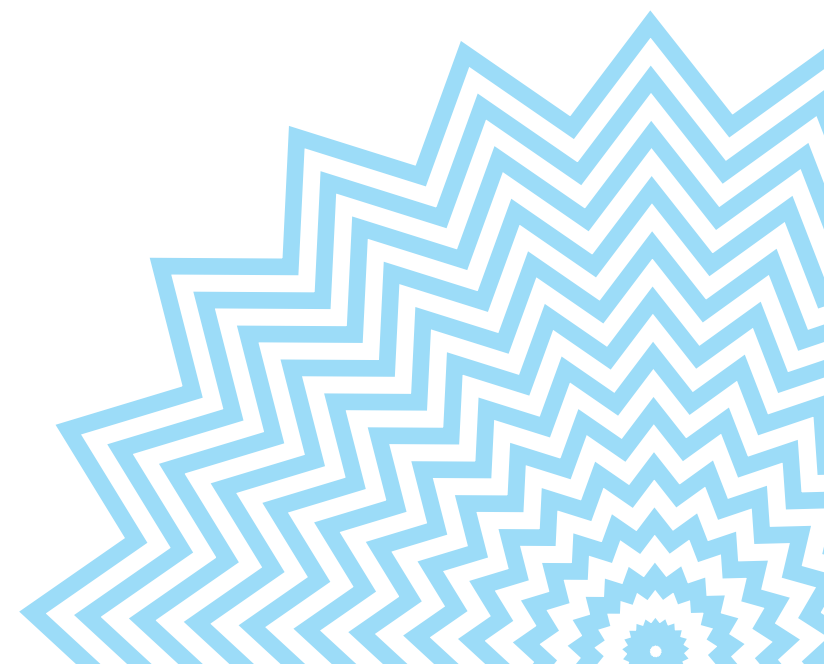
You also gain wider personal development skills vital for success in further study or employment. They include self-confidence, working with others, taking responsibility and time management.

## **What can I do next?**

On successful completion of the course, you may move on to a full-time Level 2 course, an apprenticeship or employment. All students are guaranteed a progression interview as part of our offer.

## **What do I need?**

- An interest in horticulture
- Personal interview
- The ability to work as part of a team





# MOTOR VEHICLE

Location: Banbury

Location: Technology Campus

Location: Bracknell & Wokingham

Location: Reading

**This course develops practical skills in working environments. You will work in our well-equipped workshops and experience the essential requirements for working in a modern garage. You will learn through a series of demonstrations and practical activities delivered by highly qualified and professional staff.**

## What do I learn?

Units include:

### Year 1

- Lubrication systems
- Braking systems
- Steering and suspension
- Vehicle electrics

### Year 2

- Tyre technology
- Health and safety
- Petrol and diesel engines

## What can I do next?

All students are guaranteed a progression interview as part of our offer, which can help you to progress to further study at the college.

## What do I need?

- An interest in motor vehicles
- Learners must purchase personal protective equipment including steel capped boots and overalls

“

I AM SO MUCH MORE CONFIDENT NOW THAN WHEN I ARRIVED. WHEN I COMPLETE THE COURSE I AM PLANNING TO DO A MECHANICS COURSE AT THE COLLEGE.”





# PROTECTIVE SERVICES

Location: Banbury  
Location: Merrist Wood

**This course provides an opportunity to explore options for employment in a uniformed service. The course will help the development of team working skills and personal fitness. Students will experience practical lessons relating to map reading and outdoor activities, sports and first aid.**

## What do I learn?

This is a two year course. Areas studied include:

- investigating employment opportunities
- well-being and physical fitness
- developing team working skills
- self-discipline and development
- essential map reading and navigation
- health, safety and emergency care
- participating in competitive sports

## What can I do next?

All students are guaranteed a progression interview as part of our offer, which can help you to progress to further study at the college.

## What do I need?

- Personal interview and an interest in public service
- Students are required to purchase a uniform

“

**THE COURSE WAS GOOD - SOMETIMES QUITE HARD, BUT MY TUTOR WAS NICE AND THE 14-16 TEAM ARE FUN TO BE WITH.”**





# SPORT

**Location:** Banbury

**Location:** Bracknell & Wokingham

**Location:** Oxford

**Location:** Reading

**Location:** Merrist Wood

## **What do I learn?**

You will develop the skills and knowledge needed to work in the sports sector by studying and working in a fitness based environment.

You will improve your fitness through sports and gym-based activities working with our fitness instructors and complete a portfolio to evidence your learning.

## **What can I do next?**

Progression onto Level 2 and 3 sports, football, fitness, coaching or sports science programmes along with health/social care or public services courses.

## **What do I need?**

- A genuine passion for sport
- An active lifestyle

“

IT'S REALLY GOOD  
LEARNING ABOUT THE  
DIFFERENT CAREERS  
AVAILABLE TO YOU. I  
NOW KNOW I WANT  
TO BE A COACH OR  
PHYSIOTHERAPIST IN  
THE FUTURE.”





# TRAVEL

**Location:** TBC

Kickstart a career in this exciting sector as you learn the skills needed to progress. You will also be given the opportunity to gain English, Maths and IT qualifications alongside the programme.

## **What do I learn?**

The course will introduce you to the travel and tourism industries and you will study a range of topics including UK and European destinations, planning visits and customer service. Including the skills needed to start a career in the travel industry.

Literacy, numeracy and IT will be developed alongside the vocational subject knowledge.

You also gain wider personal development skills vital for success in further study or employment. They include self-confidence, working with others, taking responsibility and time management.

## **What can I do next?**

On successful completion of the course, you may move on to a full-time Level 2 course, an apprenticeship or employment. All students are guaranteed a progression interview as part of our offer.

## **What do I need?**

- An interest in travel and tourism
- Personal interview
- The ability to work as part of a team

-





# FIND US

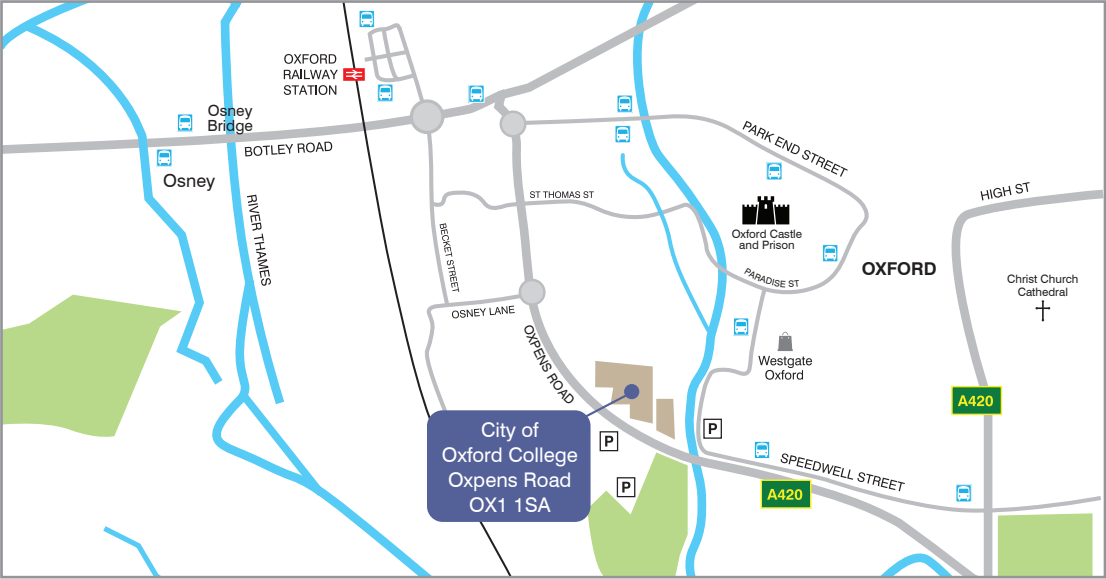
## Banbury and Bicester College - Banbury campus

Broughton Road, Banbury, Oxfordshire OX16 9QA



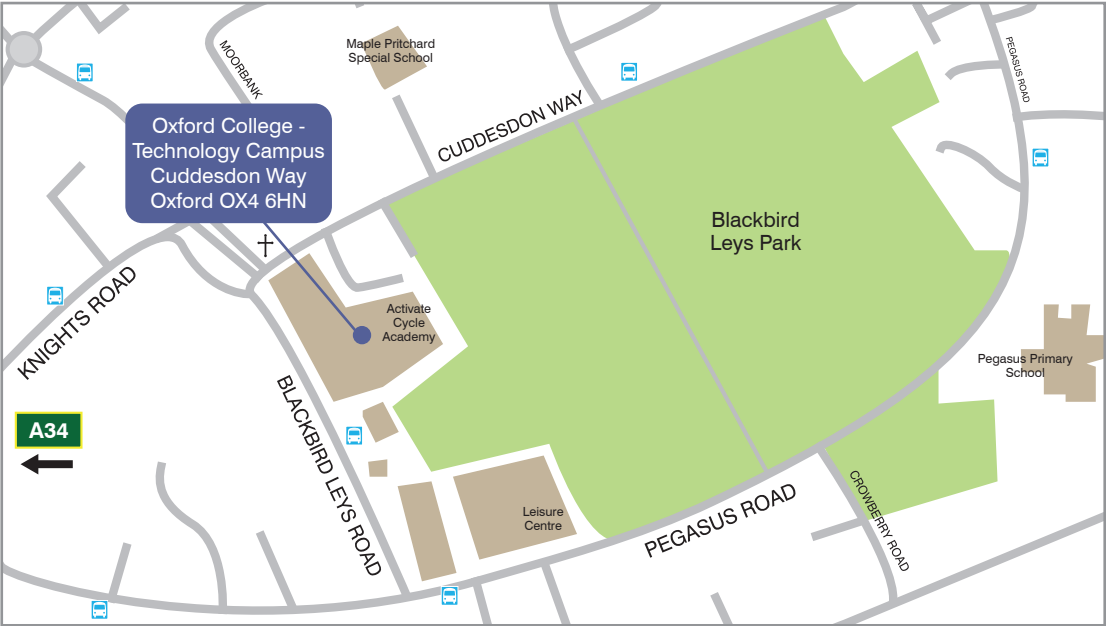
## City of Oxford College - City centre campus

Oxpens Road, Oxford, Oxfordshire OX1 1SA



## City of Oxford College - Technology campus

Cuddesdon Way, Oxford, Oxfordshire OX4 6HN



# FIND US

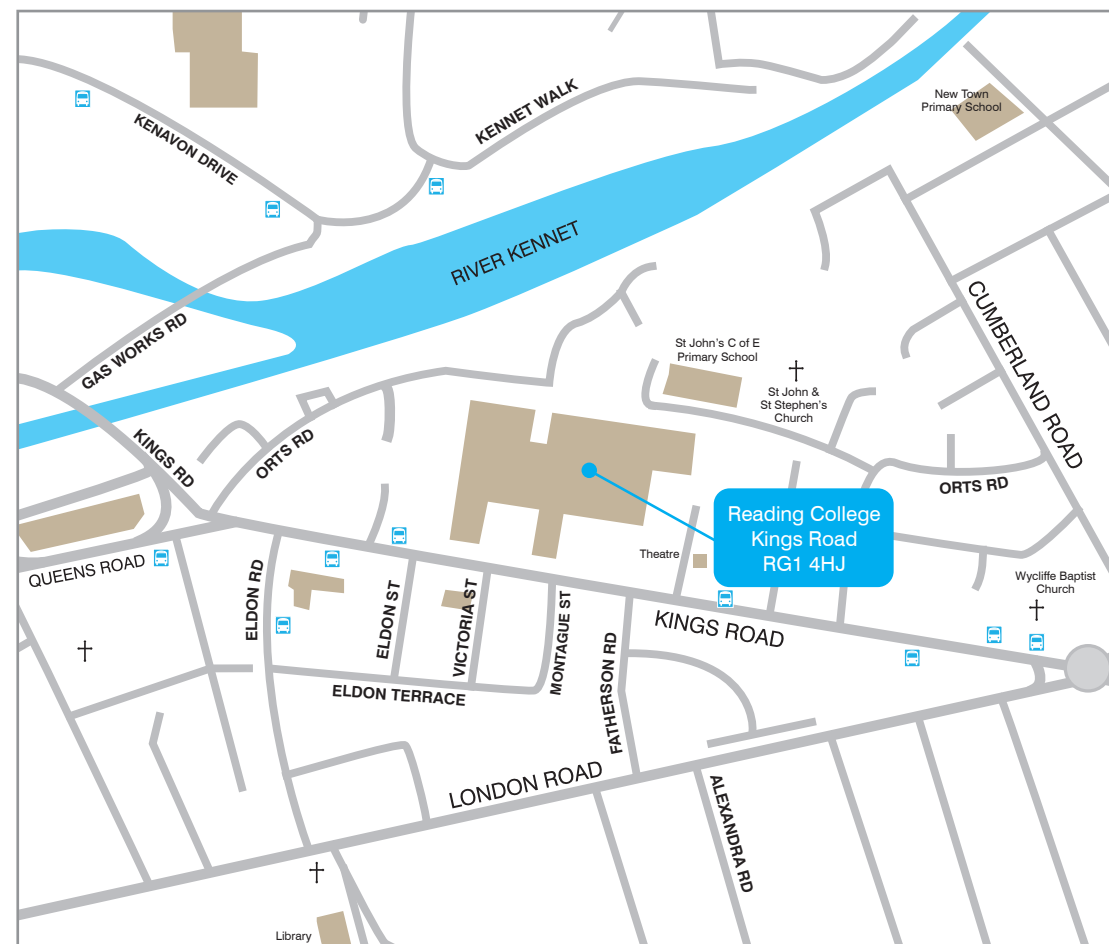
## Bracknell and Wokingham College

Church Road, Bracknell, Berkshire RG12 1DJ



## Reading College

Kings Road, Reading, Berkshire RG1 4HJ

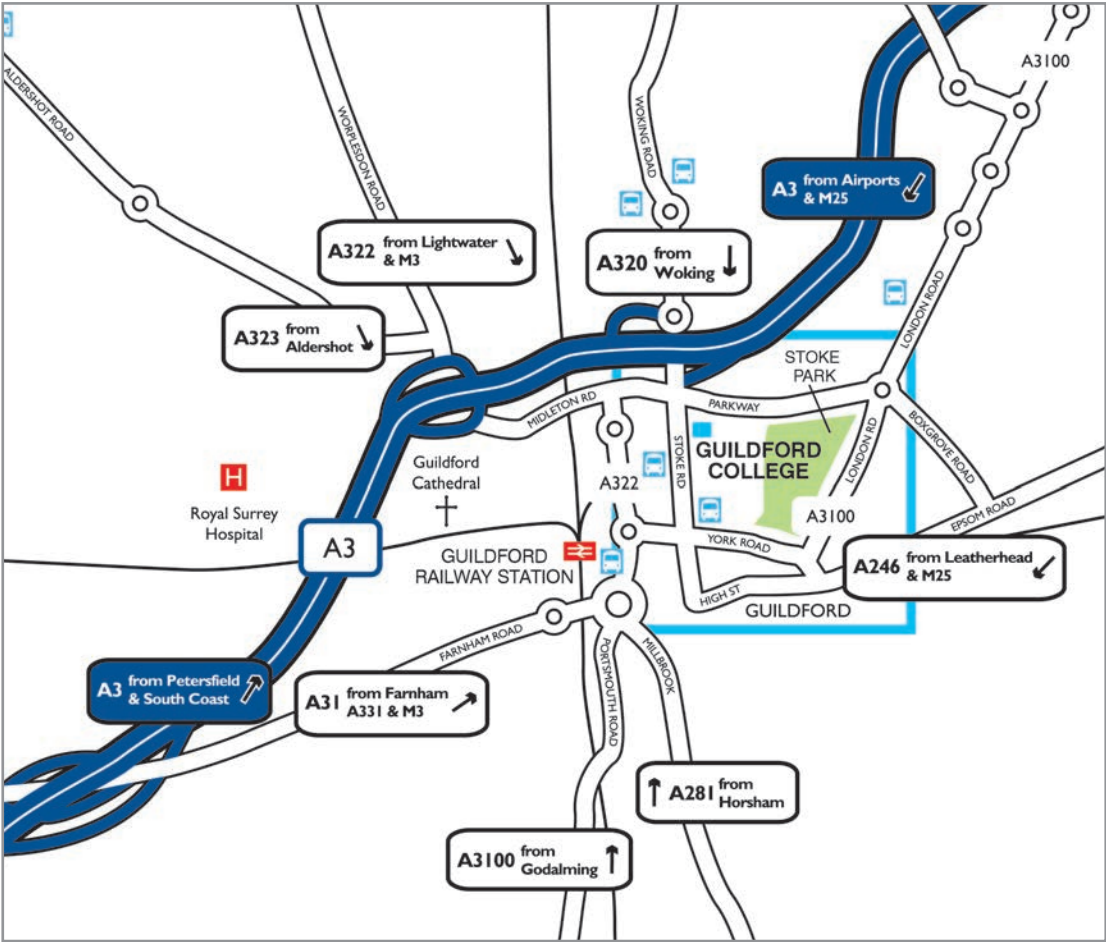




# FIND US

## Guildford College

Stoke Rd, Guildford, GU1 1EZ



## Merrist Wood College

Worplesdon, Guildford, GU3 3PE



# INFORMATION FOR PARENTS AND CARERS

We know that parents and carers want their son, daughter or young person to make the right choice for the future – and so do we.

Our priority is to get them the qualification they come to us for, but we also want to help them develop their social skills, confidence and self esteem.

We know that parents and carers will have questions about the college and we are very happy to answer them at any time.

Here are some answers to some commonly asked questions.

## Do we need students' medical information?

Schools supply us with information, but the college also requires comprehensive information from parents and carers. It is essential that parents and carers complete this, so we can inform tutors of any necessary medical details.

This information is treated as confidential and parents and carers will be sent this form in a consent file. Please note that members of staff are not allowed to give students any medication, including painkillers.

## What do we do about sending students home?

As at school, the college recognises that we cannot send students home without first contacting parents and carers. It is therefore essential that we have accurate address and telephone details on the student file. Parents and carers or the school will be expected to collect their children if they need to be sent home.

## How do students get to college?

Activate Learning colleges do not arrange this. Transport arrangements should be made by the school or by parents and carers.

## What support will students receive?

Students are well supported by their course tutor and the 14-16 team. If a student has a learning difficulty or disability, this information must be included in the student file, so that we can pass any relevant information to teaching staff.

If the student has a Statement of Educational Needs and/ or Education, Health and Care Plan or has additional classroom support provided at school, the college expects the school to provide the same support when the student is at college. The college does not undertake to provide additional learning support unless the school pays for this at an extra cost, to be negotiated on an individual basis.

## What do students need to wear/take to college?

Students are not required to wear their school uniform to college, but many of the vocational areas (such as motor vehicle, hospitality and catering and hairdressing) require specific work-wear, such as safety boots and overalls.

Schools and parents and carers are responsible for ensuring that students have access to the appropriate clothing, footwear and equipment.

Parents and carers and schools will be informed of the specific requirements for each course and anything that needs to be contributed. Students are expected to be responsible for bringing this clothing or equipment each week. In some cases, if students do not bring it in, they may not be allowed to attend the class for health and safety reasons.

Students will be provided with a lanyard and ID card and are required to wear this at all times while on college campuses.

## Staying safe

At induction, students will be made aware of the health and safety rules and fire procedures of the college and of their specific work areas. They are expected to abide by these at all times - failure to do so may result in disciplinary action.

## What are the attendance/absence procedures?

The college reports attendance to the school twice a day. It is the school's responsibility to ensure parents and carers are made aware of any unexpected absence. It is very helpful for parents to report illness and/or unauthorised absence to us by contacting the 14-16 Co-ordinator. Students are expected to attend college on teacher training (INSET) days when the school is closed and the college is open.

## What do students do at break/lunch?

Students attending the 14-16 programme are not allowed off site during the college day. If they do not adhere to this, disciplinary procedures may be implemented. They will not always be supervised during break times. There are places on all sites for students to purchase hot and cold food, alternatively students may bring in a packed lunch.

## Can students change programmes?

It is hoped that, after discussions at school and home, and after attending a workshop session, students will settle into the area they have chosen. If, however, students feel they have picked the wrong course within the first six weeks of college, they may be able to change to a different programme. Any changes will be made in discussion with the student, tutor, school and parent or carer.

## Disciplinary procedures

The college's 14-16 disciplinary procedure sets out the way that the college will deal with inappropriate behaviour by students, in conjunction with the college-wide behaviour management policy. Please ask to see the college disciplinary policy for full details.

## Congratulations cards

College tutors are encouraged to report the good and excellent, as well the occasional difficulties and problems. One of the aims of 14-16 vocational provision is to raise self-esteem and therefore positive feedback is essential, as is a solution-focused approach to any difficulties. Congratulations cards are sent directly to the student's address.

## Reports

College reports are sent out to schools and parents or carers five times over the two years of the course.

## Parent and carer evenings

Parents and carers are invited into college to discuss their child's progress with the tutors once a year.



## Disclaimer

The courses described in our prospectus are those expected to be on offer during the 2020-21 academic year. Every effort has been made to ensure the accuracy of the information contained in this prospectus.

Activate Learning reserves the right, however, to introduce changes including the addition, withdrawal or restructuring of courses. It is important to note that places on courses are subject to availability, and that the courses themselves may be subject to a viable number of students enrolling. The contents of this prospectus therefore do not form a contractual obligation on Activate Learning to provide any courses described in it.

### **Banbury and Bicester College**

#### **Banbury campus**

Broughton Road  
Banbury  
OX16 9QA

### **Bracknell and Wokingham College**

Church Road  
Bracknell  
RG12 1DJ

### **City of Oxford College**

#### **Oxford city centre campus**

Oxpens Road  
Oxford  
OX1 1SA

### **City of Oxford College**

#### **Technology campus - Blackbird Leys**

Cuddesdon Way  
Oxford  
OX4 6HN

### **Guildford College**

Stoke Rd  
Guildford  
GU1 1EZ

### **Merrist Wood College**

Worplesdon  
Guildford  
GU3 3PE

### **Reading College**

Kings Road  
Reading  
RG1 4HJ

01865 550550

14-16@activatelearning.ac.uk

[www.activatelearning.ac.uk](http://www.activatelearning.ac.uk)