

## Course Interview Information

### Process

Application sent to WFCG Admissions and acknowledgement sent

Batch of applications sent weekly to BCA FNDS

BCA FNDS consider applications and respond - invite for interview / advise not able to accept

Student interviewed and advised of outcome

Conditional offer to be made - taster day offered at interview

BCA FNDS request WFCG Admissions to make conditional offer

Follow up email sent to students confirming that a conditional offer will be sent to them and confirming all conditions.

### Course Introductions

**Entry 1** - This course is designed to meet the needs of learners with severe to moderate learning difficulties who will benefit from 1:1/1:2 support. Take a look at our Entry 1 specific guide, containing much more information and guidance on our website.

**Entry 2** - This course will provide the opportunity to develop the students' personal, social and employability skills in a supportive environment. Take a look at our Entry 2 specific guide, containing much more information and guidance on our website.

**Entry 3** - The course will provide learners the opportunity to study employability and life skills in a supportive environment. The course combines classroom-based lessons and practical activities both indoor and outdoor, and in the community. Learners will study employability skills and some will have the opportunity to do work experience as part of their course.

**Preparation towards Employment** - The Preparation Towards Employment course is a one-year course for students who need some support in the work place and identifying work skills. Students will learn about employability, job searching, CV writing and interview technique, among other areas. Life skills is an important part of the course. Students learn about budgeting, independent living, healthy lifestyle and transport, as well as getting the chance to cook in our kitchens every week.

As part of the course, students take part in regular work experience placements. These work placements will vary throughout the year to allow students many opportunities in different job types. They will get to work onsite in the BCA shop as well as external places in and around the local area. Learning support assistants will help support and guide students on the work placement so they feel secure and build confidence.

We will visit local areas for workshops, such as Three and Ikea, as well as take part in travel training, social trips and shopping skills.

Students will refine Maths and English skills within the Preparation Towards Employment course, alongside weekly tutorial sessions where we will set targets for improvement.

**Progression for Learning level 1**-This course is for students with moderate learning difficulties who need a year at college to improve their confidence and independent learning skills before potentially accessing mainstream vocational courses or other further education opportunities

**Progression for Work level 1** - This course will provide students with the opportunity to study employability and life skills in a supportive environment. The course combines classroom-based lessons and practical activities both indoor and outdoor and in the community. Students will study employability skills and will have the opportunity to do work experience.

**Supported Internship-This is an internal progression course** within Foundation. Supported Internships are an effective route to progress towards paid employment for young people with Education, Health and Care Plans (EHCPs). They are designed to enable young people with special education needs & disabilities to achieve sustainable, paid employment by equipping them with the skills and support they need for work, through learning in the workplace.

Internships normally last for an academic year and include unpaid work placements of at least 6-9 months, enabling the supported young person to move into paid employment at the end of the programme. The Supported Internships will be delivered at BCA and will consist of 2/3 days per week in a workplace (students will need to travel to their workplace each day); and 1 day per week at College focusing on Maths and English, employability and customer service skills.

### **Interview Preparation**

Assessment of Needs and Medical Risk Assessment to be completed beforehand and brought along to the interview. In the past this has been sent out by the Central Admissions Team.

Parents are asked to attend interviews.

Some students come with their schools and their school support has attended as well as or instead of parents.

### **What to Expect from Interviews**

All interviews will be face to face at BCA. The course tutor will be there and there may also be an LSA.

Students can wear what they want and what they feel comfortable in.

The Tutor will go through course details and what is expected of the student.

If Assessment of Needs and / or Medical Risk Assessments have not been completed before the interview they will be completed at interview.

Tutors will let students know about any trips and / or equipment they will need to bring as well as any payments that may be expected of the student.

Students will generally be given a copy of the course timetable as well as information about transport, options and a Frequently Asked Questions sheet.

At the end of the interview the tutor will advise next steps and arrange a date for the student to come in for a taster day, if they feel that this is appropriate.

#### **What to expect from Interviews - Entry 1 Courses only**

Tutor will attend the students current school to do the interview and a school observation. Parents are invited to attend the interview at the school. During the interview the tutor will go through course details and what is expected of the student. The tutor will arrange a taster day for the students. After a number of taster days the tutor will confirm if a conditional offer is to be made. FNDS will contact the student to confirm that they are asking our central admissions team to make a conditional offer. If it is not possible to go to the school to do an interview then the tutor will do an interview at BCA and will then go out to do a school observation. Once this has been done the tutor / FNDS Office will advise next steps.