

MY GAPS

PROSPECTUS 2017/18



“ Thanks to TCHC’s hard work and perseverance, my son Thomas has been accepted at college to do mechanics which is his dream. A big thank you to your wonderful hard working team, who have gone over and beyond. ”

Stephanie Jeacock

WELCOME

Thanks for considering TCHC’s My Gaps programme. This programme is a great way to start your career or gain entry requirements for further education.

Here at TCHC we aim to provide a learning environment with a difference. Our tutors put your development at the heart of everything we do, making sure we provide positive progression for various styles and paces of learning.

By joining the programme we will have a great time exploring the world of work, ensuring that you gain qualifications, practical knowledge and experience that will help you secure a long term sustainable future.

We’re not a school or college, but we can provide you with the skills employers and colleges want.

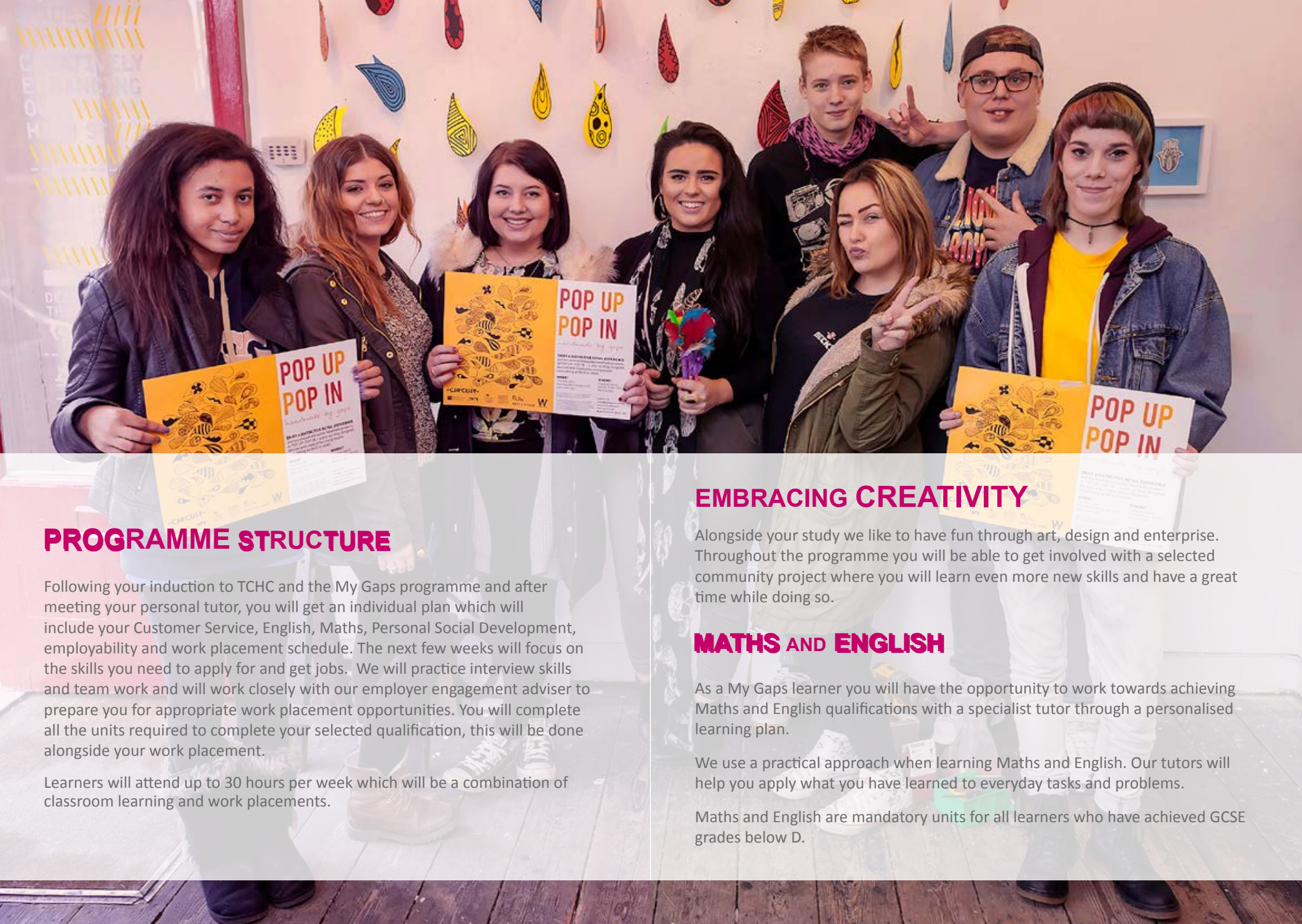
PREPARING FOR YOUR FUTURE

Career decisions can be daunting because there are so many opportunities available. We would like to support you through the process to ensure you can make your dreams and hopes become a reality. An experienced adviser will give you impartial advice and guidance.

PROGRAMME DATES AND SCHEDULE

Intake times start in September 2017 and continue throughout the academic year.





PROGRAMME STRUCTURE

Following your induction to TCHC and the My Gaps programme and after meeting your personal tutor, you will get an individual plan which will include your Customer Service, English, Maths, Personal Social Development, employability and work placement schedule. The next few weeks will focus on the skills you need to apply for and get jobs. We will practice interview skills and team work and will work closely with our employer engagement adviser to prepare you for appropriate work placement opportunities. You will complete all the units required to complete your selected qualification, this will be done alongside your work placement.

Learners will attend up to 30 hours per week which will be a combination of classroom learning and work placements.

EMBRACING CREATIVITY

Alongside your study we like to have fun through art, design and enterprise. Throughout the programme you will be able to get involved with a selected community project where you will learn even more new skills and have a great time while doing so.

MATHS AND ENGLISH

As a My Gaps learner you will have the opportunity to work towards achieving Maths and English qualifications with a specialist tutor through a personalised learning plan.

We use a practical approach when learning Maths and English. Our tutors will help you apply what you have learned to everyday tasks and problems.

Maths and English are mandatory units for all learners who have achieved GCSE grades below D.



JOBS

FINANCIAL SUPPORT

The course is fully funded if you are not in education, employment or training, between 16 and 19 and live in Clacton-on-Sea, Thurrock, Ipswich or Cambridge and the surrounding areas. Attending our programme will not affect your parents' benefits if they are claiming.

We may be able to provide financial support, cover travel costs and meals to eligible learners. Please discuss your requirements with your tutor. You may be eligible for support dependent on satisfactory attendance if you are either:

- In care or have left care
- Independently receiving Income Support, Employment Support Allowance or a Disability Living Allowance


Funds may also be available to eligible learners in real need of assistance and can be used for things such as learning materials and costs of work placements.

MOVING INTO EMPLOYMENT OR FURTHER EDUCATION

Our practical approach to learning includes important employability and personal & social development, designed to arm you with all the tools you need to build a great career. During your time on our programme you will complete work placements aimed at giving you on the job experience as well as subject knowledge.

Once you have completed the qualification you may wish to continue your studies at a further education college or by completing an Apprenticeship.

Our programme provides you with the entry requirements you need, depending on the programme you are looking to enter - please discuss with your personal tutor.



“ This course was the best decision I ever made and I wish I’d known about it sooner ”

Robyn

WORK PLACEMENTS

Not only are employers looking for qualifications but practical experience as well. Work placements offer you an opportunity to gain practical experience alongside your accredited qualification.

During the programme you must undertake work placement(s) which will offer you a chance to gain industry experience. This forms an integral part of your programme.

While you are completing a work placement you will be able to apply what you have learned in the classroom. You will also be able to develop inter personal skills required in the workplace and practice in a working team.

Best of all if you build a positive relationship with your placement employer and perform well during this time there may even be an opportunity to secure a job offer.

“ They matched a student and he was keen and had a good work ethic ”

Ralph Russell
Smiths Farms

“It’s the first time in education I feel welcome”

Ellie

POP UP SHOP
COMMUNITY PROJECT

CERTIFICATE IN CUSTOMER SERVICE

Our vocational qualification is a Certificate in Customer Service. This qualification provides you with the knowledge and understanding you require to work in the service industry. The learning will be delivered as interactive sessions, combined with team work and visits to different businesses. Learning is broken down into a range of topics (units).

1. COURSE CONTENT

The course consists of a range of units:

- Understanding working in a customer service environment
- Communication in customer service
- Principles of personal performance and development
- Principles of working in a business environment
- Work with others in a business environment.

2. CAREER PATH

Customer Service is an invaluable qualification for all sectors and industries. It will prepare you for a career within a service role which covers a wide range of areas such as Travel and Tourism, Hospitality, Retail, Automotive, Hair and Beauty and much more.

This is a full time course, delivered from our Cambridge, Thurrock, Ipswich and Clacton-on-Sea centres.

ENROLMENTS

To enrol please email or call us:

Email: mgn@tchc.net

Phone: 01923 698483



CAMBRIDGE

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CLACTON-ON-SEA

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CLACTON-ON-SEA • ESSEX • CO15 6QA
CHERYL - 01255 427292

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THURROCK

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