

# PROSPECTS

## SUMMER PROJECTS **YEAR 11 STUDENTS**

ASCENTIS LEVEL 1  
CERTIFICATE IN WORK  
PREPARATION



HEART OF  
**WORCESTERSHIRE  
COLLEGE**

## KICK START YOUR STUDY AT HOW COLLEGE WITH ONE OF OUR CURRICULUM BRIDGING PROJECTS

### Contents

- 2. Course Breakdown
- 5. Meet the Staff
- 6. Tasks and Activities
- 7. Written Task Practice
- 11. Functional Skills - English and Maths
- 17. Student Standards

### Course Breakdown

The certificate is comprised of 11 units. The assessments of which vary from paper-based booklets, computer-based booklets and demonstrating skills and behaviours in practical assessments.

Unit	Overview
Responsible Work Practise	This unit will cover topics such as health and safety responsibilities, positive attitudes and behaviours in the workplace, punctuality, conduct, appropriate dress and why it is important to follow an organisation's requirements.
Rights and Responsibilities in the Workplace	This unit will cover the main rights employees have in the workplace, laws that protect employees, how to deal with problems at work concerning employee rights, an employee's main responsibilities in the workplace and steps to take when faced with disciplinary action.
Self-Management Skills	This unit will cover reasons for self-management in the workplace, why breaks are necessary, prioritising tasks and time management. Learners will have the opportunity to plan their college day around a series of tasks to demonstrate their self-management skills.



Building Working Relationships with Colleagues	This unit will cover the need to respect others and treat them accordingly in the workplace. It will teach skills such as appropriate workplace language, tone of voice body language and when and how to seek help from others. It will further teach skills in contributing, hearing and responding to opinions in an appropriate way.
Solving Problems in the Workplace	This unit will cover various problems in the workplace that could be encountered. It will aid the learner in identifying appropriate ways to handle workplace problems and create problem solutions.
Recognising Prejudice and Discrimination	This unit covers topics such as stereotypes used in relation to race, gender, ability and sexuality. It will cover discriminatory language and behaviour and the effects these can have in the workplace and to an individual.
CV Writing	This unit will guide the learner to creating a CV. It will cover personal qualities, skills, qualifications, work experience, and the importance for self-development.
Personal Presentation	This unit will cover the importance of appropriate dress and appearance to different job sectors and specific events. It will further cover appropriate conduct and presentation.
Interview Skills	Here the learner will have the opportunity to take part in a mock interview, conducted by an outside agency. Here, the learner will demonstrate skills learnt such as appropriate dress, verbal and non-verbal communication, punctuality and appropriate conduct.

Understanding Change in the Workplace	This unit will outline changes which may occur in the workplace, the different ways people may respond to change and the impact it can have on an individual and a workplace.
Introduction to Sector	This unit will give the learner the opportunity to learn about a specific job sector, such as Hairdressing and Beauty, Health and Social Care, Hospitality, Retail and Business and Administration. It will cover topics such as working patterns, job specific skills, career path and opportunities within the sector. Here, learners will have the opportunity to demonstrate a sector specific skill.

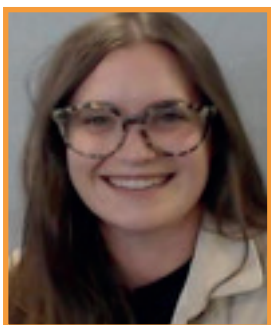
The content of these qualifications has been developed in consultation with Further Education colleges and other providers to ensure that the qualifications support progression to further learning and training.

All learners taking these qualifications will study core units that focus on key transferable skills such as research and planning, time management and working with others.

Alongside the main qualification, learners will undertake project-based learning tasks, where they will have the opportunity to work alongside outside agencies and create their own event or activity. This will build upon work ethic, teamwork, self-manage to and initiative.

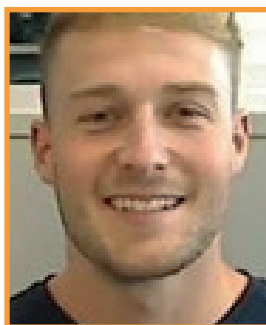
During your time on the course, you will be expected to complete 70 hours of work experience in an area/industry of your choice. As a college we have made some fantastic relationships with local businesses for our students to access. Past students have completed work experience in settings such as hairdressers, restaurants, charity shops, software designers, carpentry and car mechanics.

## Meet the staff



**Sian Cox**

Prospects- Learning Skills  
Development Officer –  
Worcester Campus



**Callum Clarke**

Prospects- Learning Skills  
Development Officer –  
Redditch Campus



**Monique Basi**

Prospects- Learning Skills  
Development Officer –  
Redditch Campus



**Joe Frampton**

Prospects- Learning Skills  
Development Officer –  
Redditch Campus

## Work Experience

Have you taken part in any work experience/volunteering before? If so, where?

## PROSPECTS

During this course you will be expected to complete 70 hours' worth of work experience, do you have an idea of where you would like to complete this? Explain why.

What skills would you like to gain from completing your work experience hours?

**TASK 1 - Find out about the different types of apprenticeships available**

Visit the National Careers Service website: [www.direct.gov.uk/NationalCareersService](http://www.direct.gov.uk/NationalCareersService)

- Click on the tab that says Careers Advice
- Then click Browse job profiles
- Click on some of the different categories and find out more about the different type of job roles
- Choose 3 different job roles and in the table below write their starting salary and why this job role interests you.

Job Role	Starting Salary	What interests you about this apprenticeship job role?

Choose the role that interested you the most. Below, explain why this interested you, the skills you need for the role, and what qualifications you may need to be considered for the role.

## **TASK 2**

You work for a local charity and you have been asked to create a leaflet/information sheet about the benefits of volunteering for a charity. Within it, you must include the skills you can gain, the skills you already need to have and must demonstrate, why charities need volunteers, how people can help and any other necessary information. You can do this for a specific charity or make one up of your own. Remember, include the charities aims and values.

Insert your leaflet/information sheet below!



**TASK 3 - Complete the Key Word Search**

R I P E T D M X N N C J R R M T L H K H Y Y K J  
 F N T G N L C X K V R R L E A D E R S H I P B X  
 W F P H H O X I T V K A D I U C U L D H D A Z V  
 R Q C F U M N H P C I T H O O B F Q Z S K G S M  
 L S Z R Q D D T X P R O B L E M S O L V I N G D  
 H H A L I E Z B K W Q F C L M M H I I S Q C L V  
 Z G J J I U E N P J G W A A Y N G H I M K Q T G  
 E G I X U J C L Y T I L I B I S N O P S E R Q F  
 R X Z Y Y N O I T A C I N U M M O C M T R I X B  
 G L D B T E L J V Q I J A J L L J K K G X E U K  
 N E D O I A L C I H T E K R O W E V I T I S O P  
 I N D E H O Y M D X Y E G O A L S E T T I N G A  
 R M P O C T L Q A X R E L T C E P S E R G A I F  
 A L S I G I F T J F I W W I V S Z P D M F W E E  
 C J R Q S R S G M M A Z L Q V H A A M U D N C K  
 M X J A D O M I M D E D N I M R E E R A C F Z X  
 V N X K Q F D O O R K Y T I M C C D F V Q G D L  
 Z R B E H G V N R N F P S C V T R G A I L G D I  
 Y Y S H R K O P Y V M M G V J A B H N W O I C W  
 C F T T P P B J Y H V A E Y O F O W O U Z Z O E  
 L F H R K U H M J Y T P K S F A K U I X J F L B  
 K C O E I Y T I R G E T N I F F G F S H A S L R  
 J K M U L O Q W X F J H T O N R E C I Y W W J S  
 Y Z A C X S O V R V U S N S Y G P A V J V E B W

goal setting

decision making

problem solving

leadership

communication

career minded

integrity

positive work  
ethic

responsibility

caring

respect

courage

vision

## Written Task Practice

You are applying for a job and need to write a covering letter. This can be for any job role you chose in task 1. Write below a list of things to include and avoid in your letter and have a go at completing the letter itself.

## Functional Skills - English & Maths

If you've not obtained a GCSE grade 4 or above in English and Maths, you will be required to attend mandatory English and Maths lessons each week. This is another opportunity for you to get the grades you need to progress beyond a level 1 course and make you more employable after you leave college.

These lessons will take place one a week for 2 hours and the lessons will run the duration of course. The lessons will cover a range of topics to help you build up confidence and fulfil your potential.

To help you become familiar with functional skills we would like you to answer the questions below as best as you can! There will be 3 topics covered – Maths, English Reading & English Writing.

### Maths Questions

1. Lyn moves to a new flat.

These are the amounts she spends each month on rent and bills.

**Rent:** £679 **Bills:** £138

Calculate the total of these amounts.

Show your working and your answer below:

Answer:

2. Lyn pays for an internet contract.

How much will Lyn pay in total for the internet contract?

Show your working and your answer below.

Answer:

3. Monique wants to buy cleaning liquid for the flat.  
She can choose 1 large bottle or 2 small bottles.

Bottle size	Amount in bottle:
Large bottle	1 Litre
Small bottle	429ml
Small bottle	429ml

Does 1 large bottle have more liquid than 2 small bottles?

Show your working out below.

Answer:

4. In June Gemma paid £68 for her electricity bill.

In July she will pay 5% more.

Workout Gemma's electricity bill for July?

Answer:

5. Daniel has these test results.

Test:	Results:
Public Services	46%
Maths	14/25
English	13/20
Art and Design	6/10

His tutor wants to compare these results.

List these results in order from best to worst

6. Bill is a builder.

On Monday he made mortar mix. He used 24kg of sand and 5kg of cement.

On Tuesday Bill will make the same type of mortar mix. He will use 36kg of sand.

How much cement does he need to make the same type of mortar mix?

Show your working out below.

Answer:

7. Write 2.71828 correct to 3 decimal places?

Answer:

8. John works Monday to Friday. He buys lunch on his way to work.

Each day John buys a sandwich, a bottle of water and a bag of crisps.

Shop A - any sandwich £2.85:	Shop B - £3 meal deal
A bottle of water 60p	Any sandwich, a bottle of water & crisps
A bag of crisps 85p	

John thinks he will save more than £7.50 a week if he buys his lunch each day from shop B instead of shop A.

Is John correct? Show your working out below.

Answer:



## English Reading Task

### Instructions:

Please read the article below carefully. Answer the questions that follow relating to the article.

### Is reading a thing of the past?

There is a popular opinion that most young people have no time for interests such as reading because they are glued to their mobile phones, messaging friends or using social media.

This opinion is not supported by the facts. JK Rowling's Harry Potter books and novels by David Walliams and Jacqueline Wilson sell in large numbers to under-sixteens. Writers such as Roald Dahl are still enjoyed by many young people whose parents would also have read his books.

What has changed is the way young people read. Now the majority of people under 30 in the UK say they prefer to read on a tablet, laptop or computer. Those young people who seem busy on their mobile devices may well be reading a book or an article. Modern devices mean that you can download novels by famous authors from the past, such as Charles Dickens, for free.

In the USA, an increasing number of readers now don't read printed books at all, with many young people signed up to online borrowing services. New technology means more people across the world have the opportunity to read material on screen. For example, in some parts of Africa and Asia, children can read many more books now than they did 10 years ago. This is because of the availability of mobile phones.

The changes in the way that people read have affected libraries in the UK. Nowadays fewer people go to libraries to borrow books and so libraries are finding new ways to encourage reading. Many now stock e-books and serve refreshments. Others are starting book clubs and workshops for young adults that include helping them to write their own blogs.

It's clear that, despite what some people think, young people still enjoy reading.

### Questions:

1. The main purpose of Text A is to:
  - A. Advise you how to download a book
  - B. Argue that young people enjoy reading
  - C. Persuade you to attend a book club
  - D. Explain why parents read to their children

### Answer:

2. According to Text A, which writer's books can you download for free?

- A. Jacqueline Wilson
- B. Roald Dahl
- C. Charles Dickens
- D. David Walliams

**Answer:**

3. According to Text A, which one of the following statements is correct?

- A. Book clubs are starting up in Asia.
- B. Tablets are widely available in Africa.
- C. Online borrowing is expensive in the USA.
- D. E-books are stocked in libraries in the UK

**Answer:**

4. According to Text A, why might young people have no time for reading?

5. Paragraphs are one of the features of Text A that help to present information. Name two other features of Text A that help to present information.

1.

2.

## English Writing

**Now it is time to express yourself!**

### Instructions:

Writing in paragraphs we want you to tell us 3 things:

1. Why have you chosen this course?
2. What do you hope to achieve from this course?
3. What do you feel you will gain from this course?

Please write in paragraphs and make sure you check punctuation and spelling.

## Student Rules & Standards

### Students will be expected to:

- Show positive student behaviour and respect for College buildings, facilities and other people's property
- Take responsibility for their own learning, ensuring that they are always ready to learn with the appropriate tools, equipment, behaviour and attitude and complete tasks/ assignments within set time frames to meet given targets
- Treat each other with the utmost respect and consideration
- Be committed to promoting fundamental British Values including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Attend all classes and study sessions on time, including Tutorials, Work Experience, English and Maths and all provision that enhances employability and personal effectiveness
- Familiarise themselves with College safeguarding processes and procedures, including the Prevent agenda
- Report any concerns in a timely and appropriate manner and act in the best interest of others at all times, including in matters of bullying, including cyber bullying and discrimination
- Maintain these Standards when off campus on work placement and on educational visits
- Act as ambassadors for the College, recognising that their behaviour contributes to the reputation of the College within the community
- Show on demand their ID badge when on College premises and/or when undertaking College activities

### General standards

- Attendance 95% and punctuality 100% and inform the College of all absences
- Clothing must be appropriate for the curriculum area
- Comply with all health and safety guidelines and standards for the curriculum area
- Food and drink must not be consumed during lessons
- Refrain from copying work, using mobile phones or personal electronic devices unless instructed to do so
- Inform the College immediately of any change in your personal details
- Refrain from smoking, possession or distribution of illicit substances, consumption of alcohol, acts of violence or carrying any offensive weapon
- Comply with any requests by the Principal or delegated members of staff to search you or your belongings

### **Indicative time for this project:**

We recommend you spend roughly 10 hours on this project.

### **Instructions on how to submit this:**

Prospects Bridging Unit: <https://driveuploader.com/upload/g7LjD31cfK/>

Whether you are submitting a written document or a video file, please ensure you include your name and email address so we know how to contact you. If you have trouble submitting your work, then please feel free to contact Stefan Graham who will help you with any problems, his contact details are **sgraham@howcollege.ac.uk** or phone on **01527 572720**.

### **How will I benefit from this project:**

By completing this project, you will gain an understanding of a number of key skills that link to your chosen course. This will also allow the course tutor to look at the level of your work, commitment and will support the feedback offered to you at the start of the course.

### **What can I expect to get back after I submit my project work:**

We will acknowledge receipt of your submission once we have received it, and a member of the teaching team will give you some feedback when the new term starts later in the year.

### **Key information you should include:**

Your name

Your email address

A contact telephone number