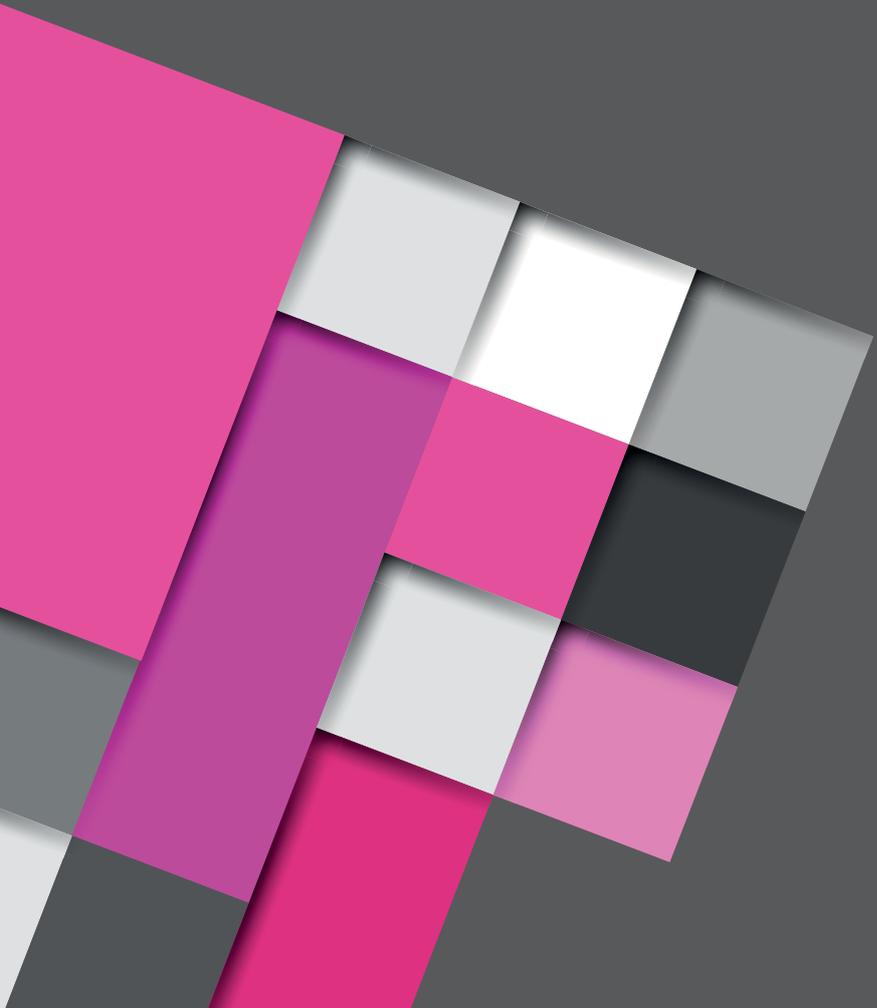


community access

and continuing

education 2014/15



always the

right course

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Community Access and Continuing Education

Welcome to Community Access and Continuing Education at Edinburgh College

Access and Continuing Education offer a diverse range of programmes and support for a wide variety of learners. Whether it's providing additional support needs, supporting adults who are returning to education, or helping school leavers in the transition to college, our department is dedicated to meeting individual support and learning needs.

We deliver a wide range of full-time and part-time courses, designed for people with additional support needs.

These courses are delivered in smaller groups to provide a higher level of individual support. The pace of learning is tailored to make sure it meets the additional support needs of the learner.

We recognise that, for some classes, extra teaching contact and support can mean everything in providing a positive, supportive, and rewarding learning experience. That's why, in these classes, we provide an Additional Support Worker - here to work alongside the lecturer to make sure every individual gets the support they need. This also allows the class to take part in rewarding activities outwith the College, as well as allowing technical subjects to be arranged safely.

All our courses provide an opportunity to gain recognised qualifications and valuable experience. There are clear progression routes, whether it's

moving on to another course of study or seeking employment.

Many of the courses provide an opportunity to do a work experience placement in an area of choice, according to interests and future plans. Past placements have seen students working in areas as diverse as nurseries, day care centres, council gardens, ScotRail, The Western General Hospital - and even Holyrood Palace!

Our courses aim to encourage confidence and self awareness. Importantly, they're designed to help young people develop the skills and experience they need to move into work. Some of our courses even include projects and awards, from the Bike Maintenance Project, Duke of Edinburgh Award, and John Muir Award, to gardening within the College garden or gaining retail experience within the College shop. These are all fantastic opportunities that give young people a chance to actively participate in a project. The chance to take ownership of projects like these is a real confidence builder.

We also offer a substantial and exciting range of Adult Returners Courses. These are designed for you if you're looking to return to education after a break. The courses will offer you all the support you need to make that link back to education - whatever the reason for your break from education, we're here for you every step of the way.

On Full Time Access and Continuing Education Courses, you'll be supported by your dedicated Learning Development Tutor. This person will be your main contact for the duration of your course, here to support you to make sure you're getting the most out of your time at the College.

We also offer a substantial Mental Health Outreach programme. This is available at a number of locations within Edinburgh and the Lothians, and more information about this support is available on request. Access is typically by direct referral from an appropriate medical practitioner.

We strongly believe in providing young people with support in planning their future learning and development. That's why we offer our Introduction to College Programmes for schools. It's part of our Transition Programme which aims to help young people make that transfer from school to the College. Access to this programme is arranged through schools.

The following course guide is here to provide more detailed information about the exciting range of Access and Continuing Education courses on offer at Edinburgh College. Whatever your learning and support needs, you're sure to find a course to suit your interests and future plans here.



Adult Returners

Campus: Sighthill

Mode of Attendance: Full-Time, Part-Time, Short Full-Time

What is this course about?

If you're an adult returning to education, this course is the perfect opportunity to gain qualifications and help you decide on future career options. You'll cover the essential units of Numeracy, English and Computing, allowing you to develop valuable skills for everyday life and further study. You'll then have the exciting opportunity to pick from a whole range of subjects to help you decide what you'd like to pursue in your future studies and career.

How do I get a place?

Basic literacy and numeracy skills.

What will I learn?

Access 3 to Intermediate 1 and 2:

- Numeracy
- English
- Computing

Vocational options, including:

- Youth and Community Work
- Outdoor Education
- Philosophy
- Care
- Word Processing
- History
- Psychology

What can I do next?

- Vocational programmes
- Access to Higher Education courses
- Employment

College Preparation

Campus: Sighthill

Mode of Attendance: Full-Time, Part-Time, Short Full-Time

What is this course about?

If you're a young person who has been away from school for up to two years, this programme is designed for you. The aim of the course is to upgrade your qualifications while also giving you the opportunity to develop your interests and explore career ideas.

You'll learn essential general skills such as communication, numeracy and IT, as well as having the exciting opportunity to get a taste of different vocational subjects - anything from hairdressing to motor vehicle engineering.

How do I get a place?

- Minimum 2 Core Skills passes at SCQF Level 3
- If you're an early school leaver, we may also be able to offer you a place

What will I learn?

- SQA National Units from Access 3 to Intermediate 1 and 2
- Communication
- Numeracy
- IT

You'll choose from a range of vocational subjects including:

- Care
- Sport and Leisure
- Motor Vehicle Engineering
- Hairdressing
- Travel and Tourism

What can I do next?

- Vocational courses
- Intermediate 2 courses
- Employment

Directions to Study

Campus: Sighthill
Mode of Attendance: Part-Time
Day Course

What is this course about?

This is a part-time programme of study that's ideal if you're not yet ready for mainstream course options. Focusing on the essential areas of communication, numeracy, Personal Social Development and IT, the course is the perfect option if you're returning to study due to a health issue, or if you're a young adult on transition from school to college.

How do I get a place?

- Ability to study independently or as part of a group
- Ability to focus on a learning activity
- Completion and agreement of a Personal Learning Support Plan

What will I learn?

- SQA units: Communication, Numeracy, IT and PSD from SCQF Level 3
- We also offer European Computer Driver License/ Advanced ECDL in our IT classes

What can I do next?

College courses at the next SCQF Level.



Entry Level Skills for Life and Work

Campus: Sighthill

Mode of Attendance: Full-Time

What is this course about?

This course is ideal if you're a young person on the point of transition to adult life. The course will offer you the opportunity to develop your core skills, as well as developing vocational and life skills too.

You'll cover essential units like Communication, Numeracy and IT, which are useful not only in work but in your day-to-day life.

Rewarding vocational options will be available to give you a huge variety of experience in areas such as Art and Design, Catering, Tools, Music, Sport, Dance and Fitness and more.

How do I get a place?

- No formal qualifications
- Able to work as part of a group
- Able to study in a learning environment
- Able to focus on a learning activity
- Completion and agreement of a Personal Learning Support Plan
- Please note that in some cases you may be able to start from Year 2

What will I learn?

- SQA Personal Achievement Award National 1 and 2
- John Muir Discovery Award
- Communication
- Numeracy
- IT
- Employability
- Personal Development

What can I do next?

- Progression to Year 2
- College programmes from SCQF Level 2/3
- Community based options in negotiation with learners' support
- Supported employability options in negotiation with learners' support

Entry Level Skills for Supported Employment

Campus: Sighthill

Mode of Attendance: Full-Time

What is this course about?

This two-year programme will develop your employability skills at SCQF Level 2/3.

This will include learning extremely valuable skills in communication, numeracy and IT which you'll be able to apply not just in work but in your everyday life.

You'll learn through a variety of rewarding group activities, being entered into SQA units according to your own individual learning needs and prospects. You'll get practical experience by experiencing vocational options on offer here at the College.

Not only this, units in Employability and Personal Development will ensure you're well placed for a range of college programmes and supported employment roles.

How do I get a place?

- No formal qualifications
- Ability to work as part of a group
- Ability to study in a learning environment
- Ability to focus on a learning activity
- Completion and agreement of a Personal Learning Support Plan
- Please note that in some cases, you may be able to start from Year 2

What will I learn?

- National Progression Award
- Steps to Work Award National 2
- Employability Award National 2/3
- Vocational Options
- Communication
- Numeracy
- IT
- Employability
- Personal Development

What can I do next?

- Progression onto Year 2
- College programmes from SCQF Level 3
- Community based options in negotiation with learners' support
- Supported employability options in negotiation with learners' support



Entry Level Essential Skills

Campus: Sighthill
Mode of Attendance: Part-Time
One Day Course

What is this course about?

In this part time programme of study, you'll focus on the essential areas of Literacy, Numeracy and IT at SCQF Level 2/3 - vital skills both in your everyday life and in the workplace. The course is designed to progress these core skills.

How do I get a place?

- No formal qualifications required
- An interest in the subject area
- Attend an interview
- Be able to study
- Be able to work in a group

What will I learn?

- SQA units in Numeracy, IT and Communication appropriate to your learning needs from SCQF Level 2

What can I do next?

- Apply for a full-time course at college

Entry Level General Preparation SCQF3

Campus: Midlothian
Mode of Attendance: Full-Time

What is this course about?

This course is suitable if you're a school leaver from special provision or from mainstream with additional support needs. Participation on the course will give you the opportunity to mature and develop self-confidence, self-awareness and the ability to take control over your own future.

You'll learn the skills necessary for employment, with the chance to undertake an extremely valuable work placement where you'll gain essential practical skills for your future employment. In addition, you'll have the exciting opportunity to take part in the Duke of Edinburgh Award scheme.

How do I get a place?

- Completion and agreement of a Personal Learning Support Plan
- Ability to work at SCQF Level 3 or higher with or without support
- Attendance on Introduction to College
- Referral from SDS or support agency
- Application or referral from school's pupil support team
- Direct entry may be considered subject to interview

What will I learn?

- A range of SQA units at SCQF Level 3 or 4
- Duke of Edinburgh Award - full award or mini certificates

What can I do next?

- Vocational programmes from SCQF Level 4
- Employment opportunities





Entry Level Towards Independence

Campus: Sighthill

Mode of Attendance: Part-Time Day Course

What is this course about?

This course provides a selection of modules to allow you to develop your personal, social and independence skills. It's designed to be supportive if you have severe learning difficulties (SLD) and profound multiple learning difficulties (PMLD).

The Towards Independence Award offers formal recognition for small steps of achievement towards a larger goal, to really push you to achieve your potential. The modules can be used to build a record of personal achievement.

You can study for up to two years on this programme, covering up to 10 modules over this time in areas as diverse as Business Enterprise, ICT, and The World Around Us. You'll even get to shape your own learning according to your needs and interests, choosing from units like Meal Preparation, Creativity, Exercise and Music.

This course is designed to prepare you to progress onto SCQF Level 2 courses, as well as getting you ready for a range of community-based options and supported employment.

How do I get a place?

- No formal qualifications required
- Ability to work as part of a group
- Ability to study in a learning environment
- Able to focus on a learning activity
- Completion and agreement of a Personal Learning Support Plan

What will I learn?

- ASDAN Towards Independence Award
- Business Enterprise
- Money
- ICT
- Recognising and Using Everyday Signs
- Work Awareness
- Personal Safety
- Citizenship
- The World Around Us
- Environment
- Meal Preparation
- Creativity
- Exercise
- Music

What can I do next?

- Progression to SCQF Level 1/2 college options
- Community-based options in negotiation with learners' support
- Supported employability options in negotiation with learners' support

Entry to Learning

Campus: Granton, Milton Road, Sighthill

Mode of Attendance: Full-Time

What is this course about?

This course is for you if you have received additional support at school and would like to improve your basic skills, develop confidence and prepare for further study or training.

You will have the opportunity to study a mixture of subjects and units both practical such as Environmental Art and Tools, Motor Vehicle and Photography and Core Skills like Communication and Numeracy which will be useful for further study. You will be able to develop team working skills through group exercises, project work and outdoor activities such as Forest Craft and Outdoor Education.

How do I get a place?

- The course is aimed at age 16+ school leavers.
- You should be expected to be able to cope independently within the college.
- You should also have achieved English/Communication at SCQF level 2 and have the ability to function at Level 3 Communication.

What will I learn?

You will study a range of units mandatory units including:

- Communication
- Numeracy
- Enterprise Skills
- Personal Development
- Social Development
- You will also study a selection of optional units including:
 - John Muir Award
 - Cookery
 - Sports
 - Motor Vehicle
 - Environmental Art

What can I do next?

- Progression to SCQF Level 3/4 Courses



NQ Intermediate 1: Work Preparation

Campus: Midlothian

Mode of Attendance: Full-Time

What is this course about?

This is a vocational preparation course, which focuses on developing both your core and employability skills. It's ideal if you're a school leaver from either special provision or mainstream schooling with additional support needs. You'll have the exciting opportunity to join the Duke of Edinburgh Award Scheme, and you'll attend a work placement in Semester 2 - great, practical ways to develop practical skills that you can use in the workplace.

How do I get a place?

- Completion and agreement of a Personal Learning Support Plan
- Ability to work at SCQF Level 4 or higher with or without support
- Ability to travel independently
- Attendance on Introduction to College
- Referral from SDS or support agency
- Application or referral from school's pupil support team
- Direct entry may be considered subject to interview

What will I learn?

- A range of SQA units at SCQF Levels 3-5
- Duke of Edinburgh Award - full award or mini certificates

What can I do next?

- Vocational programmes from SCQF Level 4
- Employment opportunities

NQ Intermediate 2: Work Preparation (Advanced)

Campus: Midlothian

Mode of Attendance: Full-Time

What is this course about?

This is a vocational preparation course which focuses on developing your core and employability skills. It's the ideal course if you're a school leaver, from either special provision or mainstream schooling, with additional support needs. You'll most likely be progressing from Work Preparation or may be referred from another College course.

This course will give you a wealth of opportunities to develop the soft skills of independence, confidence and team work, as well as communication and core skills - all areas you need for work. You'll learn through practical classes and outdoor, non-classroom based activities too. It's a practical, hands-on course. You'll have the exciting opportunity to join the Duke of Edinburgh Award Scheme, as well as the chance to take up a work placement - more great ways to develop your practical employability skills further.

How do I get a place?

- Ability to work at SCQF Level 4 or higher without support
- Ability to travel independently
- Demonstrated basic work readiness through work experience at school or college
- Successful completion of General Preparation or Work Preparation
- Referral from SDS or support agency
- Application or referral from school's Pupil Support Team

What will I learn?

- A range of SQA units at SCQF Level 4 or 5
- Duke of Edinburgh Award - full award or mini certificates
- National Progression Award: Enterprise and Employability

What can I do next?

- Vocational programmes from SCQF Level 5
- Employment opportunities

Entry Level Skills for Supported Employment

Campus: Sighthill

Mode of Attendance: Full-Time

What is this course about?

This two-year programme will develop your employability skills at SCQF Level 2/3.

This will include learning extremely valuable skills in communication, numeracy and IT which you'll be able to apply not just in work but in your everyday life.

You'll learn through a variety of rewarding group activities, being entered into SQA units according to your own individual learning needs and prospects. You'll get practical experience by experiencing vocational options on offer here at the College.

Not only this, units in Employability and Personal Development will ensure you're well placed for a range of college programmes and supported employment roles.

How do I get a place?

- No formal qualifications
- Ability to work as part of a group
- Ability to study in a learning environment
- Ability to focus on a learning activity
- Completion and agreement of a Personal Learning Support Plan
- Please note that in some cases, you may be able to start from Year 2

What will I learn?

- National Progression Award
- Steps to Work Award National 2
- Employability Award National 2/3
- Vocational Options
- Communication
- Numeracy
- IT
- Employability
- Personal Development

What can I do next?

- Progression onto Year 2
- College programmes from SCQF Level 3
- Community based options in negotiation with learners' support
- Supported employability options in negotiation with learners' support

Skills for Work - Care

Campus: Granton
Mode of Attendance: Short
Full-Time

What is this course about?

This is a short full-time course which enables trainees to enter employment in the care sector or to pursue further learning opportunities. A course which provides you with the vital skills needed for employment. You will also be given the opportunity to build your knowledge and experience while completing a work experience placement.

How do I get a place?

- No formal entry requirements but applicants must be able to complete work at SCQF Level 4 (Int 1) and be committed to their learning and work experience
- You must be referred by Skills Development Scotland
- You must be 16 or over

What will I learn?

This course provides you with the vital skills needed for employment. You will also be given the opportunity to build your knowledge and experience while completing a work experience placement.

What can I do next?

Employment in care sector, service industry or progression on to Level 5 courses in relevant subject/further education.

Preparation for Employment

Campus: Granton, Milton Road, Sighthill
Mode of Attendance: Full-Time

What is this course about?

This course will help you in the transition from school or college in to the world of work. You will gain vital skills and qualifications that will help you to gain employment in your chosen area.

You will have the opportunity to work in groups developing your team working skills and building your confidence. You will learn all aspects of job seeking including CVs and interview skills.

You will be taking part in a cycle and bike maintenance project whilst in college and also have the opportunity to participate in a work experience placement in areas such as retail, care industry, hair and beauty, motor trade and others.

How do I get a place?

- This course is primarily aimed at 16-19 year olds
- Minimum 2 Core Skills passes at SCQF Level 3
- You should be keen to gain employment
- Be prepared to do a work placement, one day per week for 18 weeks (approximately)
- Be able to work as part of a group
- Be keen to develop your employability and team working skills
- Be able to work at SCQF Level 4
- Be an independent traveller and learner

What will I learn?

- Many of the subjects are practical, hands-on and project based to engage students. There are plenty of opportunities for students to develop independence, confidence and team working skills as well as good communication and other CORE skills through practical classes and outdoor, non-classroom based activities.
- Mandatory Units: Employability Award (Preparing for Employment, Building Own Employability Skills, Dealing with Work Situations), Communication, Numeracy and Personal Awareness/Self Awareness. Optional units in: Spanish, Problem Solving, Cooking, Motor Vehicle, Art, IT, Forest Craft.

What can I do next?

- Employment







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