

Foundation Learning: A positive experience with Kats

We are a provider which recognises the distinctive needs of its client group. Programmes are tailored to accommodate these needs through Foundation Learning using City&Guilds qualifications at entry level and level 1 of the QCF. The qualifications have been designed to meet the requirements of the Retail and Commercial Sector including Hospitality and Catering.

Provider profile

Kats Learning Ltd. is an independent work based learning provider in Havant which has delivered vocational training, personal and basic skills support for a range of clients in and around Hampshire for seven years. It has also worked as a consultancy service to e2e providers across England supporting curriculum design and continuing professional development (CPD) activities for staff. Consultancy support continues to be offered to The Foundation Learning Champions as they further develop their own provision.

Curriculum model

We have chosen the vocational areas of hospitality retail, customer service and business administration as the ones most likely to offer learners the best chances of progression to an apprenticeship and then on to employment. This full Foundation Learning offer is structured around the following **City&Guilds** qualifications:

Vocational skills

- Award/Certificate in Employability and Personal Development.
- Award in an Introduction to Retail Skills
- Award/Certificate in Retail Knowledge
- Award/Certificate/Diploma in Retail Skills
- Award/Certificate in Introduction to the Hospitality Industry
- Certificate in General Food and Beverage Service
- Certificate in Professional Food and Beverage Service
- Certificate in Investigating the Hospitality Industry
- Award in General Front Office Operations
- Award in General Housekeeping Operations
- Certificate in Business & Administration

Functional skills

- Award in Functional Skills English, Mathematics and Information and Communication Technology

Personal and Social Development (PSD)

- Award/Certificate in Employability and Personal Development.

Personal and Social Development (PSD) is delivered by Kats dedicated Skills for Life and Work Team with contributions from other organisations such as the police (consequences of crime) and the fire brigade (road accidents and how to avoid them). Drug and alcohol support and sexual health experts also attend sessions. A maximum of three hours per week is spent on functional skills, with the rest of the time spent learning and practising vocational skills. This strong bias towards the practical aspects of the programme is in recognition of the need to keep this client group engaged.

Information, advice and guidance (IAG) is provided by Kats and Connexions advisers who provide support with employability and job search training. Work experience is available by a bank of employers who regularly offer opportunities to our learners.

Reaching and engaging priority learners

Partnership working with organisations is crucial to finding learners who will benefit from the programme. We are constantly reviewing how to keep learners engaged and creating materials and course information in different formats.

Effective initial assessment and ongoing review

We work with learners to identify a planned 'destination' from initial assessment information. We use the QCF units to develop an individual learning plan which is reviewed and amended as the learner progresses.

Personalised learning

We encourage learners to be appropriately engaged in the learning process in order to promote ownership of their learning experience. We aim to accommodate learners at any point in the year and offer short programmes which are motivational and rewarding. Schemes of Work are constantly reviewed and updated by our Foundation Learning Champion.

Coherent delivery of learning programmes

Functional and personal and social development skills are weighted according to learner need. The three curriculum strands are integrated by the use of embedded teaching and learning materials in context of the chosen vocational area. Our recording system ensures that this is shared with others involved outside the organisation e.g. the employer at the work placement. This is important to support progression.

Recognition of achievement and progression

The QCF increases the opportunities to accredit what might previously have been 'non-formal' learning. We have processes in place to work with the learner to record achievements from the outset of their learning journey and facilitate production of evidence that can count towards the award of credit.

Support for learners

We identify support requirements during initial assessment and keep these under review throughout the learning programme. We recognise that providing support may involve making reasonable adjustments to the programme qualifications and/or learning environment; the provision of pastoral support; and IAG. We have a list of organisations/people that learners can



access support for childcare, transport, mental health services, social services, financial and housing advice.

Partnerships

In developing an overall Foundation Learning offer to meet the needs of all relevant learners we continue to work in partnership with the local authority , other providers and related stakeholders such as Connexions , IAG providers, support agencies, third sector organisations and employer representatives. Successful partnership working includes joint planning to facilitate recruitment, retention and progression of learners through and beyond the 14-19 phase; sharing expertise, resources, facilities and staff development activities; and developing common processes.

Leadership and management

We have a strong management team committed to Foundation Learning and a whole organisation approach to learners at entry level and level 1 and their learning programmes. We recruit new staff where gaps are identified who undertake appropriate CPD training. We have resources to support high quality, flexible teaching and learning and a management information system with a systematic collection of learner information and data which informs provision and support for learners.

Further information

For further information
please contact:

Chrisy Kemp

Foundation Learning Champion,

at: info@kats-learning.com

www.kats-learning.com

Tel: 02392 472800