

YMCA DERBYSHIRE



YMCA KEY COLLEGE

Accredited vocational training courses for young people



PROSPECTUS

Qualifications | Work Experience | Vounteering

2020-2021



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WELCOME

YMCA KEY COLLEGE Unlocking
the door to your future

ENROL AT ANY TIME

At campuses in Derby, Ilkeston and Chesterfield we provide a range of accredited training courses for young people aged 16-18 and up to 24 in some instances with an Education, Health and Care (EHC) plan. In addition, we also offer several spaces on our courses to electively home-educated pre-16 students.

We believe that every young person should have the opportunity to fulfil their potential. We simply provide suitable learning courses, the right environment and highly-qualified and dedicated tutors to make sure this happens.

We are proud of our links with many local businesses, enabling us to offer our learners relevant practical work experience and volunteer opportunities.

Our highly-qualified and experienced team have been delivering a quality training provision across Derby and Derbyshire for over 10 years.

When a student enrolls with YMCA Key College, we assess each individual and tailor learning to suit their needs.

We are proud to be an Ofsted "GOOD" rated training provider. In our latest report (January 2017) attention was drawn to:

"Good quality teaching, learning and assessment supports learners to progress well"

"Staff provide a caring and supportive environment for learners, enabling them to overcome barriers to learning, raising their aspirations and life chances"

"Learners make good progress with their learning and a large majority go on to further education and training or jobs after their study programme"

Learners leave YMCA Key College ready for employment; we focus young minds and move them towards independence.

We hope this prospectus provides all the information you need and we look forward to welcoming you.



WHY STUDY AT YMCA KEY COLLEGE

- **Tailored learning**
- **Achievement ceremonies**
- **Relaxing break-out rooms**
- **Relaxed and friendly atmosphere**



WHAT DO WE OFFER?

- **Free meals such as breakfast and lunch ***
- **Bursaries ***
- **Resources provided, including uniforms where appropriate such as "chef whites"**
- **Help with travel costs to and from our campuses (e.g. bus/train fares)**
- **Help with job searches, applications, CVs and preparing for interviews**
- **Access to various work experience and volunteer opportunities**

*if eligible

HOW WILL YOU LEARN?

- **Roll-on, roll-off courses which can be started at any point throughout the year**
- **Through an individualised timetable**
- **Through studying for qualifications in a range of subjects for the workplace, all of which include employability, personal development, Maths and English**
- **Through a work experience placement where possible/relevant**

WHAT OUR STUDENTS SAY...

"Being part of The High Sheriff of Derbyshire's catering team was one of the best things I've ever done. I prepared and served canapés at drinks receptions and was also part of the front of house team at a dinner dance. I never thought I'd have the confidence to do this. I went for a job interview recently and when they asked me what experience I had, I wasn't short of examples. I'm so pleased I came to YMCA Key College! "

Ryan – YMCA Key College – Ilkeston Campus



OUR COURSES

Our courses are designed to help you achieve your ambitions, whether you plan to go on to a higher level of study or start work.



Employability and study skills will be included to help you develop the broad skills required by industry. They will vary from course to course and are designed to meet local and national employer needs.

If you are aged 16-18 and up to 24 in some instances and have not yet achieved GCSE English Language and Maths at grade 4/grade C or above, don't worry - we'll support you with the right lessons to increase your confidence in these essential functional skills.

YMCA Key College are immensely proud of the results our young students achieve whilst studying with us. In the past twelve months, our results show that we are currently performing above the national benchmark when measured with providers who keep young people in education. Alongside this, our overall achievement rate of young people obtaining qualifications is 8.6 percentage points above the national benchmark.

- Digital Skills and IT
- Uniformed Services
- Caring for Children
- Business Administration
- Health and Social Care
- Intro to Health and Social Care
- Retail and Customer Service
- Food & Beverage Service
- Introduction to Hospitality
- Travel and Tourism
- First Steps to Work
- Adult Training



DIGITAL SKILLS & IT

Available at Osmaston Road Campus

QUALIFICATIONS

- NCFE Level 1 Certificate in Digital Skills
- City & Guilds Functional Skills qualification in IT

ENTRY REQUIREMENTS

- Aged 16-18, or up to 24 with an EHC plan

DURATION

- 34 weeks, delivered full-time

ncfe.



Suitable for young people
aged up to 24 with an EHC
plan

COURSE OVERVIEW

- This course leads to a “job-ready” qualification that demonstrates the skills needed to work in the IT sector. The course builds the fundamental practical skills needed by Web Developers and Support Technicians and is a first step on the journey into those careers.

COURSE CONTENT

- Blogging
- Online collaboration
- Social media
- Understanding how to protect data
- Digital career development
- Data protection legislation



UNIFORMED SERVICES

■ Available at Osmaston Road Campus

QUALIFICATIONS

■ NCFE Level 1 Diploma for Entry to the
Uniformed Services

ENTRY REQUIREMENTS

■ Aged 16-18, or up to 24 with an EHC plan

DURATION

■ 34 weeks, delivered full-time

ncfe.



Suitable for young people
aged up to 24 with an EHC
plan

COURSE OVERVIEW

■ The objective of this qualification is to provide informed and prepared potential recruits. It will enable learners to prepare to make a recruitment application or provide a basis for further study and progression towards the entry qualification of a specific service.

COURSE CONTENT

- Investigate employment opportunities in the uniformed services
- Well-being and physical fitness for the uniformed services
- Team working skills in the uniformed services
- Developing self-discipline for the uniformed services
- Health and safety in the uniformed services
- Participate in an adventurous activity
- Carry out a backup and restore
- Explore volunteering



CARING FOR CHILDREN

Available at Osmaston Road Campus | Chesterfield Campus

QUALIFICATIONS

- CACHE Level 1 Diploma in Caring for Children
- CACHE Level 2 Diploma Introducing Caring for Children and Young People

ENTRY REQUIREMENTS

- Aged 16-18, or up to 24 with an EHC plan

DURATION

- 34 weeks, delivered full-time

COURSE OVERVIEW

- This course will kickstart students' careers in working with children. It is ideal for those wanting to become a nursery nurse or childminder. Students completing this course will gain an understanding of the knowledge and skills needed to care for young children. There will be a focus on children's growth and learning and development.

COURSE CONTENT

- Sharing learning experiences with children
- Children's play and leisure activities in the community
- Practical health and safety when with young children
- Understanding learning and development through play
- Technology activities for young children
- Healthy eating for families
- Craft activities for young children
- Supporting babies to play



cache



Suitable for young people
aged up to 24 with an EHC
plan



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BUSINESS ADMINISTRATION

Available at Osmaston Road Campus

QUALIFICATIONS

NCFE Level 1 Certificate in Business
Administration

ENTRY REQUIREMENTS

Aged 16-18, or up to 24 with an EHC plan

DURATION

34 weeks, delivered full-time

ncfe.



Suitable for young people
aged up to 24 with an EHC
plan

COURSE OVERVIEW

This qualification demonstrates the knowledge and skills needed to be successful as a business administrator. Business administration roles are found in a variety of sectors including the NHS, schools, colleges and universities, the Civil Service, charities and business. This is a “job ready” qualification that could lead to a variety of roles including Apprentice Admin Assistant, Apprentice PA, Sales Administrator or Technical Administrator.

COURSE CONTENT

- Telephony and voicemail
- Meeting and greeting
- Personal development planning and managing own performance
- Confidentiality and security
- Office equipment
- Targets, deadlines, quality and policy
- Business structures



HEALTH & SOCIAL CARE (LEVEL 1)

■ Available at Ilkeston Campus

QUALIFICATIONS

■ City & Guilds Level 1 Introduction to Health, Social
Care and Children and Young People Settings

ENTRY REQUIREMENTS

■ Aged 16-18, or up to 24 with an EHC plan

DURATION

■ 34 weeks, delivered full-time

COURSE OVERVIEW

■ This course offers an introduction to the health and social care industry. It is perfect for those who are seeking a rewarding career within health and social care.

COURSE CONTENT

■ Investigating rights and responsibilities at work

■ Managing your health at work

■ Preparing for work placement

■ Learning from work placement

■ Health and social care needs

■ Personal care in health and social care

■ Creative activities for children

■ Learning experiences for children and young people

City & Guilds
Approved Centre



Suitable for young people
aged up to 24 with an EHC
plan



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HEALTH & SOCIAL CARE (LEVEL 2)

■ Available at Osmaston Road Campus | Ilkeston Campus

QUALIFICATIONS

■ CACHE Level 2 Diploma in Care

ENTRY REQUIREMENTS

■ Aged 16-18, or up to 24 with an EHC plan

DURATION

■ 34 weeks, delivered full-time

cache



Suitable for young people
aged up to 24 with an EHC
plan

COURSE OVERVIEW

■ The qualification will support students to develop the knowledge and skills required to work in a range of clinical health support settings and in the health care environment. In this course you will learn how to communicate and implement person-centred approaches. You will also develop skills for your own personal development and learn about how to protect vulnerable people against harm. This qualification will prepare students to work in the NHS or private care settings, particularly as an Health Care Worker or an Adult Care Worker.

COURSE CONTENT

■ Dementia awareness

■ Mental health and well-being

■ Health care procedures

■ Supporting individuals with physical
and emotional care

■ Daily living needs



RETAIL & CUSTOMER SERVICE

■ Available at Ilkeston Campus | Chesterfield Campus

QUALIFICATIONS

■ City & Guilds Level 1 and Level 2 Certificate
in Retail Knowledge with Customer Service

ENTRY REQUIREMENTS

■ Aged 16-18, or up to 24 with an EHC plan

DURATION

■ 34 weeks, delivered full-time



City & Guilds
Approved Centre



Suitable for young people
aged up to 24 with an EHC
plan

COURSE OVERVIEW

■ This course will enable students to gain an introduction to the retail sector. The course covers all of the essential retail and customer service skills that employers are looking for.

COURSE CONTENT

- Understanding customer service in the retail sector
- Maintaining health, safety and security on premises
- Understanding the selling process
- Effectiveness of a retail business
- Understanding the control, handling and replenishment of stock
- Understanding the handling of customer payments in a retail business



HOSPITALITY & CATERING (ENTRY 3)

Available at Marble Hall Campus

QUALIFICATIONS

City & Guilds Entry 3 Introduction to the Hospitality Industry

ENTRY REQUIREMENTS

Aged 16-18, or up to 24 with an EHC plan

DURATION

34 weeks, delivered full-time

COURSE OVERVIEW

This course is ideal for those who have an interest in working in the hospitality and catering industry. Students will learn new and exciting practical skills and experience real life customer-facing environments in a well-equipped commercial kitchen and through front of house duties in our community cafe. The course covers all the basic skills you would need to know how to perform when becoming a chef, from maintaining a safe place of work to preparing and baking food items. Students are taught about and assessed in the fundamentals of catering.

COURSE CONTENT

- Maintaining a safe, hygienic and secure working environment
- Contributing to effective teamwork

- Maintaining food safety when storing preparing and cooking food
- Developing skills to prepare, cook and present a variety of foods



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Suitable for young people
aged up to 24 with an EHC
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HOSPITALITY & CATERING (LEVEL 1)

Available at Marble Hall Campus

QUALIFICATIONS

City & Guilds Level 1 Introduction to the Hospitality Industry

ENTRY REQUIREMENTS

Aged 16-18, or up to 24 with an EHC plan

DURATION

34 weeks, delivered full-time

COURSE OVERVIEW

This course is ideal for those who have an interest in working in the hospitality and catering industry. Students will learn new and exciting practical skills and experience real life customer-facing environments in a well-equipped commercial kitchen and through front of house duties in our community cafe. The course covers all the basic skills you would need to know how to perform when becoming a chef, from maintaining a safe place of work to preparing and baking food items. Students are taught about and assessed in the fundamentals of catering.

COURSE CONTENT

- Maintaining a safe, hygienic and secure working environment
- Contributing to effective teamwork

- Maintaining food safety when storing preparing and cooking food
- Developing skills to prepare, cook and present a variety of foods



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aged up to 24 with an EHC
plan

PROFESSIONAL FOOD & BEVERAGE SERVICE

(LEVEL 2)

Available at Marble Hall Campus

QUALIFICATIONS

City & Guilds Level 2 Professional Food & Beverage Service

ENTRY REQUIREMENTS

Aged 16-18, or up to 24 with an EHC plan

DURATION

34 weeks, delivered full-time

City & Guilds
Approved Centre



Suitable for young people
aged up to 24 with an EHC
plan

COURSE OVERVIEW

This course is ideal for those who want to work within the hospitality and catering industry. The course is taught from our well-equipped commercial kitchen. Students have various work experience opportunities whilst completing this course including preparing, cooking and serving food the customers in our own community cafés, or through various external catering events for civic and corporate customers.

COURSE CONTENT

- Food safety
- Menu planning and design
- Principles of beverage product knowledge
- Legislation in food and beverage service



TRAVEL & TOURISM

Available at all Campuses

QUALIFICATIONS

City & Guilds Level 1 Certificate Introduction
to Travel and Tourism

ENTRY REQUIREMENTS

Aged 16-18, or up to 24 with an EHC plan

DURATION

34 weeks, delivered full-time

COURSE OVERVIEW

This course offers an introduction to the travel and tourism industry. It is perfect for those who are seeking a career in this industry, particularly holiday representatives, tour guides, tourist information centre assistants and travel agents.

COURSE CONTENT

The UK travel industry

Locational geography

The UK tourism industry

Customer service industry



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Suitable for young people
aged up to 24 with an EHC
plan



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FIRST STEPS TO WORK

- Available at all Campuses

QUALIFICATIONS

- City & Guilds Entry Level 2 and Entry Level 3 extended certificate in Employability Skills

ENTRY REQUIREMENTS

- Aged 16-18, or up to 24 with an EHC plan

DURATION

- 34 weeks, delivered full-time

COURSE OVERVIEW

- Students are supported to develop English and employment skills with creating a CV, applying for jobs and preparing for interviews. The course is designed to support students to get ready for the workplace. This programme covers a range of units from developing personal confidence to safe learning in the workplace.

COURSE CONTENT

- Planning for progression
- Personal finance
- Behaviour/conduct at work
- Effective communication
- Introduction to ICT
- Working as part of a team/group
- Applying/searching for a job
- Personal presentation and hygiene

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Approved Centre



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aged up to 24 with an EHC
plan



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ADULT TRAINING

Our range of adult learning courses enables us to offer training and education opportunities to a much broader age range.

Our teaching, assessing and support courses are delivered on a part-time basis mostly in the evenings but also as daytime courses, subject to demand. There is flexibility around the times/days courses are delivered and we frequently tailor them to organisational need.



CURRENT COURSES

- City & Guilds TAQA (Training, Assessing and Quality Assurance)
- City & Guilds Level 2 Award in Safeguarding Young People From Harm, Abuse and Exploitation
- MHFA - Youth Mental Health First Aid Champion 1 Day course
- City & Guilds Level 3 Award in Education and Training
- City & Guilds Supporting Teaching and Learning in Schools
- MHFA - Youth Mental Health First Aid Training 2 Day course

Full information on all of our adult education courses including what we offer, who the qualifications are suited to and what is covered in each course can be found at www.keycollege.co.uk. Or if you have any further questions or would like to discuss your training requirements please do not hesitate to contact Julia Hodder on 01332 579573 or email julia.hodder@ymcaderbyshire.org.uk. We will be happy to look at suitable dates for you to enrol/start and advise you of the cost of your chosen course.

PROJECT ALFIE

By studying at YMCA Key College, we will give you several opportunities throughout the year to get real-life experience within the workplace. We partner closely with businesses throughout Derby and Derbyshire to provide an insight into what a working day can look like and how our students can apply for different roles and look at future careers.

The aim of this project is to broaden our students' horizons and boost employability. This will contribute towards the City & Guilds, CACHE or NCFE qualification they are undertaking and can lead to a more formal work placement/experience opportunity.



SEN SCHOOLS

YMCA Key College are proud to partner with SEN schools. All of our study programmes are suitable for young people up to 24 years of age who have an Education Health and Care Plan. We tailor our provision to meet the individual needs of our partner schools. Please contact Julia Hodder, Head of Training & Education on **01332 579573** or julia.hodder@ymcaderbyshire.org.uk to find out more about how could work in partnership to meet your school's needs.



The partnership with the YMCA has become a vital part of our students programme of study - the communication, collaboration and understanding has enabled us to work together with one common goal to build positive futures and broaden horizons for young people with an EHCP.

Joe Johnson, Horizons Teacher



SAFEGUARDING OUR STUDENTS

YMCA Derbyshire, which YMCA Key College is part of, places the highest importance on safeguarding, and the safety and well-being of all of our service users is paramount in all of our activities. Furthermore, the organisation recognises that employees/volunteers and service users have an important role to play in safeguarding, in particular the welfare of young people and vulnerable persons, and preventing abuse and/or harm. YMCA Derbyshire also acknowledges that at any time any person could be classed as “vulnerable”.

The organisation has a statutory duty to have in place arrangements for carrying out its functions with a view to safeguarding and promoting the welfare of young people and vulnerable persons.

In order to comply with this duty of care, all employees/volunteers must be aware of the lines of communication and levels of responsibility which exist to ensure that matters of safeguarding can be dealt with adequately. To facilitate this, YMCA Derbyshire has a team of safeguarding leads with robust reporting procedures in place. In our January 2017 inspection, Ofsted said: “Learners and staff use the well-understood processes for reporting safeguarding concerns, including those that arise from suspected abuse, radicalisation and extremism. Safeguarding officers investigate cases thoroughly, and the safeguarding lead refers cases to other organisations where appropriate.”



BEN'S STORY



Ben first started with YMCA Key College through our Alternative Provision courses and went on to enrol on our Hospitality and Catering course.



I came to YMCA Key College because I'd been excluded from school. I was hanging around with a bit of a bad crowd at the time and got into quite a few fights. I was making some really bad decisions.

My family life wasn't great; most of my family were just always shouting at me and putting me down. My mum really looked out for me but that was about it. The turning point for me was when I asked to come to YMCA Key College and they accepted me. I was still in with a bad crowd and didn't have the best attitude when I first started, but they gave me chance after chance. My tutors looked out for me and told me when I was doing wrong. They were so friendly - they really are the nicest people you'll ever have teaching you.

After graduating from YMCA Key College I got on to an apprenticeship at a restaurant in Nottingham. I went back and told YMCA Key College, they were the first people I did tell and they were so proud of me, they even brought me my first set of knives to help me start my career.

I never thought I'd get here. I'm now running my own section in the restaurant and I do all my own prep - I'm so happy. In another couple of years I hope to be able to help my boss even further by running the whole restaurant.

My advice to others would be - don't let others put you down, stay strong, you can do it.

SOPHIE'S STORY



Due to her poly-cystic kidney disorder, growing up was quite difficult for Sophie. She had to be very careful not to run around and get as involved with play in the same way as other children due to the disorder being triggered by high blood pressure. When Sophie was 13, she was also diagnosed with a global learning disability, meaning her life got even more complicated. This made her time at school difficult and Sophie was asked to leave by several of the secondary schools she attended.

When my mum was pregnant with me, she found out I had a kidney problem and it was unlikely I would survive, but she didn't give up on me – I beat the odds. However, at the age of four I was placed into foster care. I was moved around a lot and never felt like I was at home anywhere.

Eventually I was able to move home and I started at YMCA Key College. I've now passed my Entry Level 3 Catering, meaning I have moved up to Level 1. I'm also working on Level 1 English and Maths. YMCA Key College is the best college ever. This is the first time I've ever got 100% in anything. I can't thank the staff enough for what they have done for me. Since I've been at the YMCA I have been much happier. Now I am moving on to Level 2 Hospitality and Catering and I can't wait to see what I will achieve in the future.

WHAT OUR STUDENTS ARE SAYING...

I'm so grateful to YMCA. When I came here I had no confidence and thought I'd do nothing with my life. I've now got qualifications, a job and ambition.

I really appreciate how I was given a second chance at learning. It was great having smaller classes and I have made good friends. I got the help, encouragement and support I needed to overcome problems.

As soon as I started at YMCA Key College, everything changed. My confidence went up. I started to build trust with everyone and make connections.



CAMPUSES FOR TRAINING & EDUCATION



Osmaston Road Campus

118 Osmaston Road, Derby, DE1 2RD
01332 854649



Marble Hall Campus

80 Nightingale Road, Derby, DE24 8BF
01332 854649



Chesterfield Campus

Ashgate Manor, Ashgate Road, Chesterfield, S40 4AA
01246 564921



Ilkeston Campus

4 Coronation Street, Ilkeston, DE7 5QH
01159 443226

General enquiries: 01332 579573



95%

**"I am given targets
to achieve"**

93%

"I felt welcome"

93%

**"Staff are friendly
and approachable"**



YMCA KEY COLLEGE

Accredited vocational training courses for
young people

**Unlocking the door to
your future**

CONTACT US

Call: 01332 579573

Visit: www.keycollege.co.uk

Email: training@ymcaderbyshire.org.uk



Our team are standing by ready to answer your questions, provide further information or help you enrol today!

FIND US ONLINE AT...

 @YMCADerbyshire

 @KeyCollegeYMCA

 YMCA Key College



Education & Skills
Funding Agency

YMCA DERBYSHIRE



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