

FOUNDATION STUDIES

Entry Level 1 NOCN Certificate in Using Employability Skills
Entry Level 2 NOCN Diploma in Using Employability Skills
Entry Level 3 NCFE Diploma in Occupational Studies for the Workplace
Level 1 Steps to Study Award in Occupational Studies for the Workplace
Level 1 Steps to Study Certificate in Occupational Studies for the Workplace
Level 1 NCFE Diploma in Occupational Studies for the Workplace
Level 2 City & Guilds Employability

ESOL (ENGLISH SPEAKERS OF OTHER LANGUAGES)

Various Levels Functional Skills English and Maths
English Speakers of Other Languages (ESOL)
Entry Level 1 NOCN Award in Using Employability Skills
Entry Level 2 NOCN Award in Using Employability Skills



COURSE FEATURES

- You will study transferable skills such as working with others, time management, problem solving, alongside developing effective communication skills.
- Subject areas include business communication, travel and tourism, catering, photography and many more.
- You will also cover applying for jobs and courses, following instructions in the work place, health and safety procedures, using number skills and induction to work.
- You will plan for progression and effective skills, qualities and attitudes for learning and work. You will study enterprise and career preparation.
- At Level 1 you will develop the skills to progress to a specialist vocational course and will take up units including citizenship and healthy lifestyles.

COURSE LENGTH

Each of the courses are full-time for one academic year, however you may choose to study **Level 1** in two years.
The **Level 2** course is over one academic year.
Our **Steps to Study** courses are between 12 and 24 weeks.

HOW WILL I BE ASSESSED?

Through a portfolio which you will build throughout the year during class.

WHAT CAN I PROGRESS TO?

From entry levels to Level 2 and then you can specialise by progressing to a vocational course. We will support you to make the right choice of progression routes.



If you have any queries please contact our Admissions Team: **01942 761 111**
or email: applications@wigan-leigh.ac.uk