

## PRESENTATION OF CERTIFICATES

An invitation is given to everyone, including new learners to the centre, to attend our presentation days/ evening in December 2011, which will be held at the centre. It will give us all a chance to relax, socialise, enjoy a buffet and for those who wish, be presented with their certificates. We will advise you of the dates/ times in plenty of time for you to schedule into your diary.



### What we offer you:

- \* a friendly learning environment
- \* up-to-date qualifications and skills
- \* a variety of courses
- \* constant support throughout your learning experience
- \* a wide choice of class times and days.

### What you can achieve:

- \* improved confidence and self esteem
- \* up-to-date skills and knowledge
- \* improved job and career prospects
- \* nationally recognized qualifications.

### Some of our learners' comments;

- \* "I can now help my kids with their homework."
- \* "I never thought I would enjoy learning so much."
- \* "I have no doubt that the qualifications I achieved helped me find a much better job."

# Learner Handbook

## 2011 - 2012

### (Accredited courses)

#### OPEN DOOR ADULT LEARNING CENTRE

11/13 Birley Moor Crescent  
SHEFFIELD  
S12 3AS

Tel: (0114) 2648101

or

Tel/Fax: (0114) 2530063



terry@opendoor-learn.com  
julie1@opendoor-learn.com  
angela@open-learn.com  
www.opendoor-learn.com  
www.odalc.com



## TIMETABLE 2011/2012

Accredited computer classes (IT) include learning from very basic to advanced. All learners in these classes are required to work towards formal nationally recognised NOCN, OCR or BCS qualifications.

Social IT classes are designed for learners who do not wish to achieve formal qualifications but are still wanting to learn new skills. These courses are funded by Sheffield City council and their pricing structure applies to these classes

Our craft Classes are NOCN accredited and cover all aspects of fashion design including garment construction, pattern drafting, tailoring etc

Our literacy/numeracy classes are very small and friendly and encourage learners to work towards nationally recognised OCR qualifications at levels 1 & 2

MON	TUES	WEDS	THURS	FRI
IT (Social) 10—12 pm  Crafts 9.45-12.15	IT (Accredited) 10—12 pm  Crafts 9.45-12.15	IT (Accredited) 10—12 pm  LITERACY/ NUMERACY 9.45 - 11.45 am	IT (Accredited) 10—12 pm	IT (Social) 10—12 pm  LITERACY/ NUMERACY 10 - 12 pm
IT (Social) 1 – 3 pm  Crafts 1 - 3.30 pm	IT (Accredited) 1 - 3 pm  Crafts 1 -3.30 pm	IT (Social) 1 - 3 pm	IT (Accredited) 1 - 3 pm	IT (Social) (12.30 - 2.30 pm)  LITERACY/ NUMERACY (1 - 3 pm)
		IT (Accredited) 4 - 6 pm	IT (Accredited) (3.30 - 5.30 pm)	
	IT (Accredited) 6.30 - 8.30 pm	IT (Accredited) 6.30 - 8.30 pm		

## TERM DATES ACADEMIC YEAR 2011 - 2012

### IT & LITERACY/NUMERACY CLASSES

#### AUTUMN TERM 2011

Commence: Monday 26th September 2011

**Half term break October 24th - 28th October 2011**

**Xmas break starts Monday 12th December 2011**

**Commence: 19th Sept & 22nd Sept 2011**

#### WINTER TERM 2012

Commence: Monday 9th January 2012

**Half term break February 6th - 17th 2012**

**Easter break Monday 2nd April 2011**

#### SPRING TERM 2012

Commence: Monday 16th April 2012

**Half term break June 4th - June 8th 2012**

**Break for summer starts Tuesday 3rd July 2012**

**( Monday 2nd July replaces May Day )**

### CRAFT CLASSES ONLY

#### AUTUMN TERM

Commence: Mon 19th September 2011

**Half term break October 10th—14th October 2011**

**Xmas term break Monday 12th December 2011**

#### WINTER/SPRING TERM 2012

Commence: Monday 20th February 2012

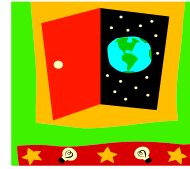
**Easter break Monday 2nd April 2011**

Commence: Monday 16th April 2012

**Half term break June 4th—June 8th 2012**

**Break for summer starts Tuesday 11th June**

**( Monday 11th June replaces May Day )**



# Open the door to success and a brighter

## INTRODUCING OPEN DOOR ADULT LEARNING CENTRE

**Registered Charity No. 1124168**

**Company No. 6563619**

**O**pen Door Adult Learning Centre has been delivering adult education to the south east of Sheffield since 1992, from the building it now owns. Set in the heart of a local housing estate, Birley, it is a focal point for the locality, and surrounding districts.

**C**urrently over 350 people a week enjoy the benefits of a warm, friendly training environment, that has been formally recognised for its quality and excellence in its Ministerial award of 'Beacon status'. In 2008 OFSTED inspected the Centre and identified Open Door as "one of the best training providers in the country". Furthermore, in May 2009 the Centre achieved the prestigious CoLas (Celebration of Learning and Skills) award in the category 'effectively reflecting your community'. The Centre is also Investor in People accredited reflecting its commitment to staff and all users of the Centre.

**O**ur aims are charitable and all our courses are subsidised. Our ethos is to remove the barriers to returning to learning for everyone, irrespective of race, colour, creed, sexual orientation or age.

**D**riven by a group of voluntary activists, and managed by a team of administrators and tutors, it operates five days a week



## BOARD OF DIRECTORS

The board of directors at the Open Door Adult Learning Centre is made up of users, and Learners. The board always welcomes interested people to serve as members. The constitution of the Centre is such that to be able to sit on the board you must either be a Learner or a user of the Centre. Anyone interested in becoming a member should discuss this with any board member or member of staff. The names and photos of our board members and staff are shown on the notice board.

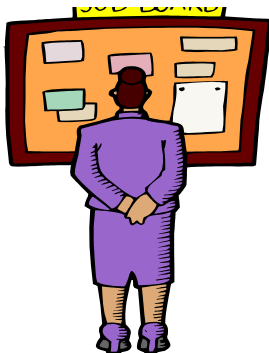
## LEARNER REPRESENTATIVES

The Centre would welcome any interested Learners becoming representatives for their chosen course of study. We recognise that Learner representatives could play an important role throughout the academic year. Their role is to put forward the views of the Learners to the board of directors, and to relay information back to Learners'. All Learner representatives, once nominated by their group, are welcome to attend the board of directors

meetings in a non-voting capacity.

## NOTICE BOARD

We try to display all relevant Learner information in the reception area of the Centre. Please try and read the notices in the Centre from time to time for up-to-date information, and forthcoming courses and events.



## EQUALITY & DIVERSITY

Open Door is committed to equality and diversity as an integral part of its delivery. Anyone regardless of age, class, disability, gender, race, religion and sexual orientation will be welcomed and treated positively. A complaints procedure against any form of discrimination is in place in the Centre. Anyone wishing to make a complaint should approach their tutor, Centre administration staff or a member of the board of directors.

## COMMENTS/ SUGGESTIONS



If you have any suggestions or comments (positive or negative), or would like to suggest courses of study that we do not already offer, please let us know by completing the form below and returning it to Terry, Julie or your tutor. Alternatively you may place it in the suggestion box located in the main reception area. Your views and opinions are important to us and help us improve our service.

## COMMENTS/SUGGESTION FORM

Name..... (Optional)

Class.....

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## HOW TO FIND US

Details and directions of geographical location of Open Door Adult Learning Centre, Sheffield.



### If travelling from the south along the M1:

- take Junction 30, turning LEFT in the direction of Sheffield City Centre
- follow the road for approximately 6 miles until you pass the Birley Moor Garden Centre, on your left hand side
- shortly after passing the garden centre you arrive at major cross-roads, Super Tram crossing and traffic lights
- turn left onto Birley Lane and travel approximately 500 yards
- take the second right hand turn which is signposted
- if you pass the Fairways public house, and golf course, which is situated on the left, you have missed the turning
- our road, Birley Moor Crescent, is almost opposite the pub car park entrance

We are situated on the right hand side of Birley Moor Crescent, the first building in a short esplanade of shops.

<http://www.streetmap.co.uk/streetmap.dll?GridConvert?name=440252,382966&type=OSGrid> - for GPS co-ordinates for SatNav users (copy and paste into browser please). We are street no's 11/13 and our postcode is S12 3AS.

### We are situated on Birley Moor Crescent, in between the Fairways public house and golf course and the Frecheville Hotel.

- The no. 55 & 44 buses currently stop near the centre, these are subject to change so please check with the bus company.
  - If coming from the city centre you will need the tram for Halfway and to get off at the Birley Lane tram stop
  - If coming from Halfway you can catch any tram.
- You will need to get off at Birley Lane. Walk down the hill and look for the road signs across the road at the junction with Birley Lane.

### If travelling by car from the city centre:

- head towards Mosborough, we are situated at the first right hand turn after Occupation Lane on Birley Moor Road.
- take the third left (Frecheville Hotel on the corner) and Open Door is approximately 100 yards on the left.

## LEARNING EXPERIENCE

Open Door Adult Learning Centre endeavours to provide a friendly atmosphere in which Learners find our training and educational courses personally rewarding and, above all else, enjoyable.

Dedicated to helping you to learn new skills, and have, hopefully, a good time in the process, we also want to give you the best opportunities possible to improve your chances in the future of finding the reward, job, or a more advanced course of training and study. Open Door provides the platform from which you can advance. With this in mind Open Door, in conjunction with other local adult education providers, offers a range of first class qualifications at different levels to cater for each individual Learner's needs.

All Learners' ideas regarding new courses or improvements that can be made at the Centre are very much appreciated as they help us improve the services we offer.

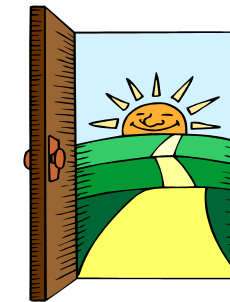
## LEARNER SUPPORT FUND

Limited funds are available for those who need help towards the cost of their learning including childcare, travel, course and exam fees etc. Please discuss, in confidence with Terry or Julie.

Within our available resources we always try our best to help

## INFORMATION AND ADVICE

Current, free, impartial information and advice is available to everyone. We also have close links with other organisations in Sheffield who may specialise in the help you may require, please ask for details. By prior arrangement, we are happy for you to use our internet facilities for job searching, completing online applications forms etc.



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'Opening your door to opportunity'

## HAND SANITISER

When entering the building, we cordially ask you to use the anti-bacterial hand sanitisers that are located throughout the building. This is to help prevent the spread of infection to you and your fellow learners.

## FAX/LAMINATING/BINDING SERVICE

Available on request.

## ABSENCE

Please telephone or e-mail the Centre, as soon as possible, if you are unable to attend your class. If we have not heard from you within 2 weeks we may offer your place to someone on our waiting list.

## CONDUCT

Open Door does not allow discrimination irrespective of gender, age, sexual orientation, disability or race. Furthermore we do not allow foul or abusive language to be used in the Centre.

## HEALTH & SAFETY

We ask all Learners to observe Health and Safety whilst in the building. If you are in any doubt about your own responsibility please do not hesitate to discuss with a member of staff

## SMOKING

No Smoking policy operates throughout the building. Smokers may smoke outside at the front of the building under the canopy - away from the entrance door. Discarded cigarettes should be placed in the outside bin.

## IN CASE OF FIRE

In case of fire, directly leave the building by the nearest exit and congregate at a safe distance away on the opposite side of the road. Course tutors will ensure all learners are

accounted for against the register, so please do not go home until advised.

## DATA PROTECTION

Open Door is registered under the Data Protection Act 1998 to hold information, and to ensure that this information will be kept confidentially. Please note that your information is shared with the Skills Funding Agency, MIAP and the appropriate awarding bodies who are also registered under the Data Protection Act .

## ULN (Unique Learner Number)

It is a requirement of our funding body, the SFA (Skills Funding Agency) to register all our learners with MIAP (Managing Information Across Partners). For further details of how your data is shared and used by MIAP and how to change who has access to your records, please see the MIAP website at [www.miap.gov.uk](http://www.miap.gov.uk) or please ask.

## ACCESS

Open Door offers full access throughout the building for people with disabilities. The following assistive technology is also available:- portable hearing loop system, learning materials in large print, JAWS software, large computer screen, specially adapted keyboard and mouse, wrist and foot rests.

# STAFF

(As at 1st September 2011)

Name	Position
Terry McHale	Centre Co-ordinator
Julie Linley	Assistant Co-ordinator
Angela Crossley	Administration
Melanie Keane	Financial Worker
Beverley Goodchild	Tutor
Christine Watt	Tutor
Carole Cowley	Tutor
Paul Capille	Tutor
Joyce Brown	Domestic Worker

# BOARD

Trevor Buckingham	Chair
Ray Greaves	Vice Chair
Elisabeth Beighton	Treasurer
Doreen Walton	Secretary
Liz Dawson	Board member
Rosemary Scully	Board member
Fran Singleton	Board member
Rev Mike Gillingham	Board member

## OCR BUSINESS SUITE

OCR Text Processing (Business Professional) - is a flexible, credit based suite, allowing learners to tailor qualifications to suit their current business, or personal needs. An Award, Certificate and Diploma qualification can be achieved by completing the Text Production units and accruing credits from the units at a variety of levels, for example if you complete the Text Production and Word Processing units at levels 1 to 3 you will achieved a full Award certificate (not including entry level), for more specific details please discuss with your tutor, Julie or Terry. .

**The following optional are currently available at Open Door. Further units may be added if there is sufficient demand.**

### ENTRY 3

- \* Text Production 3 credits
- \* Speed Keying 2 credits
- \*

### LEVEL 1 TEXT PROCESSING UNITS

- \* Text Production (Core unit) 4 credits
- \* Speed Keying 4 credits
- \* Word Processing 4 credits

### LEVEL 2 TEXT PROCESSING UNITS

- \* Text Production (Core unit) 5 credits
- \* Speed Keying 4 credits
- \* Word Processing 5 credits

### LEVEL 3 TEXT PROCESSING UNITS

- \* Text Production (Core unit) 5 credits
- \* Speed Keying 5 credits
- \* Word Processing 6 credits



## CHARTER FOR PEOPLE WITH LEARNING DIFFICULTIES OR DISABILITIES



Open Door Adult Learning Centre will take all reasonable measures to make sure that they are not discriminating against people with learning difficulties or disabilities.

In delivering its adult education provision the Centre will ensure it offers a person with learning difficulties or disabilities a service which is comparable to the service being offered to other people. The Centre will provide its service on the same terms given to other people, and to ensure it is not impossible or unreasonably difficult for a person with learning difficulties or disabilities to use its services and resources.

The Centre ensures recognition of the needs of people with learning difficulties or disabilities wishing to study. It also recognises that people with learning difficulties or disabilities have the right to be involved in their own assessment; be involved in determining individual programs drawn up from the assessment; be involved with staff to work out the best ways of implementing the programme of activities in accordance with the persons needs and interest.

The Centre will endeavour to provide equipment or other helpful items which will make it easier for people with learning difficulties or disabilities to use its service, within reasonable budgeting. The Centre will not charge a person with learning difficulties or disabilities more to meet the cost of making it easier for them to use its services and resources.

## RESOURCES

The Centre continually monitors the resource needs of providing its accredited training courses, such is the demand and pace of technology today. It must be stressed that the Centre operates on a tight financial budget but does endeavour to provide the latest equipment with which to teach. From September 2011 all our computers will use Microsoft Office 2010 software.

If Learners have any suggestions or opinions on the resources at Open Door they can convey these either through our suggestion box (located in the main reception area) or alternatively they can indicate their views on the weekly, termly and annual review documents that are an integral part of our delivery or discuss with any of our staff. We are always happy to receive your feedback as it help us improve the service we offer.



## LEARNER CHARTER

Open Door Adult Learning Centre will endeavour to provide informed, impartial, supportive and timely advice.

The mission statement is that it sets out to increase the participation of Learners from groups who may have benefited least from their formal education. Part of that strategic objective is to co-ordinate information from other organisations and offer signposting to further and higher qualifications with other training providers across the city.

Tutorial support will be made available throughout the time a Learner attends Open Door, alongside good advice at entry, on programme and at exit.

### **COURSE CONTRIBUTIONS— (All learners working towards Nationally recognised qualifications)**

Unfortunately this year we have been forced to substantially increase the contributions paid by all learners. We have however done our best to make it easier for learners by trying to spread these costs out throughout the year rather than collect the full course contribution at the beginning of the academic year which, we appreciate, could disadvantage some learners and cause financial hardship that may deter them from improving their skills. We have therefore broken down the course contributions down as follows:

#### **Band A: No course fee\*\*\***

Literacy/Numeracy courses - no course/exam fees.

#### **Band B - no course fee\*\*\***

if you are:

- \* 19—24 working towards your first full level 3 qualification.
- \* working towards your first level 2 qualification and enrol on a full level 1 qualification with the intention of stepping up to a full level 2 qualification.
- \* in receipt of JSA or ESA (WRAG only)
- \* Enemployed, on a state benefit other than JSA or ESA and wants to enter employment

#### **Band C — Course fee\*\*\* £60 (discounted to £50 if paid at enrolment)**

if you are:

- \* a pensioner
- \* have a personal income of less than £90 per week

If you are on any benefits not listed in band B please discuss with us as you may qualify for band C

#### **Band D - Course fee\*\*\* £90 (discounted to £75 if paid at enrolment)**

If you are in receipt of a personal income of £90 per week or above and do not fall into bands A, B or C

**\*\*\*ALL LEARNERS (with the exception of literacy/numeracy learners) are asked to pay their own exam/registration costs (these vary depending on level qualification being studied), also make a weekly payment (whether or not class attended) of £2 (£20 per 10 week term discounted to £15 if paid at the beginning of each of the 3 terms). Craft classes are £2.50 per week (£30 discounted to £25 if paid at the beginning of each of the 2 terms).**

## OUR COMMITMENT TO YOU

### TUTORS AND STAFF AT OPEN DOOR WILL CONTINUALLY STRIVE TO:

1. ensure that our learners' learning experiences are enjoyable
2. treat our Learners with respect, recognising their status and experience in accordance with our equal opportunities policy
3. listen to our learners' concerns and respond appropriately
4. provide our learners with programmes specifically devised in accordance with their prior learning and experience and maintain continuous guidance in accordance with their needs
5. ensure that our Health and Safety Policy is adhered to
6. ensure that our learners develop the appropriate knowledge and a clear understanding of their chosen subject(s)
7. make available the appropriate information for those of our learners who wish to progress onto higher or further education
8. give appropriate guidance to those of our Learners seeking employment after finishing their course(s)

9. ensure all classes take place in a stimulating and supportive learning environment.

### LEARNER COMMENTS

We are continually canvassing our learners' for their comments and opinions in order to help us improve our services. Below are some of their comments and our responses:

"I enjoy the course and find it very helpful with my job."

"I have learnt what I set out to very quickly and efficiently."

"All staff are very friendly and helpful."

"Enjoy every minute!"

"I don't feel thick in-front of my kids any more and can even help them with their homework now."

"The computer room gets very hot and stuffy."

**Response: Air conditioning has now been installed in the computer room.**

"We could do with somewhere to try on the clothes we have made."

**Response: a curtained changing area has been provided!**

**YOUR OPINIONS MATTER TO US!!!**

## Vision

Our mission, vision and aspirations describe the way in which Open Door Adult Learning Centre, and its members operate, interact with each other and within the wider community. Primarily, we aim to try and remove the barriers to learning, and to provide high-quality, flexible, value-for-money education for all learners from entry level through to level 3.

Our success depends on working closely together with our community partners, openly sharing ideas and resources. We respect each of our community partners' expertise and understand that substantial benefits can be gained for our Learners', for our staff, and the community through continuous and collaborative peer support and the sharing of good practice.

Improving the experiences and opportunities of all our learners, whatever age, background or ability, is crucial to our mission. We aim to focus our energies and resources on providing the best teaching, learning and support in an effective learning environment. Our ambition is to be forward-thinking, be dedicated to learners and be part of the culture to drive for continuous improvement and efficiencies, evidencing an overall commitment to equality and diversity.

We aim to provide progression pathways, and signposting to other providers for all our learners through which they can step **on for learning**. We value listening to learners, ensuring that their voice is heard, as another measure of ensuring the quality of our impact on their lives.

These are very difficult times for everybody with lots of difficult decisions, cut backs and changes being made. In order for learning providers, that are funded by the governmental body the 'Skills Funding Agency' to continue to operate a minimum Contract Level (MCL) has been imposed on all small learning providers. Open Door was well below the minimum contract level. In response to this and in order to survive and continue to operate it has become part of a consortium called 'Open 4 Learning' with two other small learning providers, with the same values as Open Door MATREC in Sheffield and Swathmore Education Centre in Leeds. This partnership gives all 3 of us the opportunity to continue to operate and offer quality learning, in a friendly environment, to people in our community who are at the heart of all

## Health and Safety and the Safe Learner

Most of Open Door's training takes place at our centre in Birley Moor Crescent, a purpose-converted venue offering full accessibility. Open Door will carry out a risk assessment if training takes place at a different venue to ensure that as far as possible, all learners and trainers are safe and all unnecessary risks are controlled. Learners are required to respect the arrangements that Open Door staff and trainers make to minimise the risk and to comply with Health and Safety guidelines.



## Your Learning Needs

When you enrol we will ask you to tell us your training needs in relation the course. We cannot accept responsibility if you do not give us this information and the course fails to meet your needs. We will not be able to refund course fees if we are not advised of your learning needs before the course. If you are unsure about whether a course meets your training needs, please contact

discuss with Terry, Julie before you book a place. It is your responsibility to ensure you are attending the right course.

## Policies

### Copies of our policies are:

- Shown on our website
- Available on all our computers
- Displayed on the notice board
- Available on request

If you require any further information regarding any of our policies, procedures etc please do not hesitate to ask.

## Funding

Open Door is a registered charity and always welcomes ideas for raising funds. If you have any good ideas please see a member of staff, board member or simply put a note in the suggestion box in the main reception area. We always appreciate your ideas



## ACCREDITED COURSES (at a glance)

### NOCN - New IT USER SKILLS (ITQ ) covering units from the following IT areas up to level 3:

- |                                |                          |
|--------------------------------|--------------------------|
| * Operate a computer           | * Presentation Software  |
| * Improving Productivity       | * Website software       |
| * Spreadsheets                 | * Internet and Intranets |
| * Database                     | * Word Processing        |
| * Artwork and Imaging Software | * Email                  |



### OCR - New Text Processing (Business Professional) Suite

#### Entry Level Awards (Entry 3)

- \* Initial Text Processing
- \* Speed Keying

#### Level 1

- \* Speed Keying
- \* Mail merge
- \* Text Production
- \* Word Processing
- \* Business Presentations

#### Adult Literacy & Numeracy

- \* Levels 1 and 2

#### British Computer Society (ECDL)

- \* BCS Essentials (ITQ 1)
- \* BCS Extra (ITQ 2)

#### Level 2

- \* Speed Keying
- \* Business Presentation
- \* Document Presentation
- \* Mail merge
- \* Word Processing

#### Level 3

- \* Speed Keying
- \* Document Presentation
- \* Text Production
- \* Word Processing



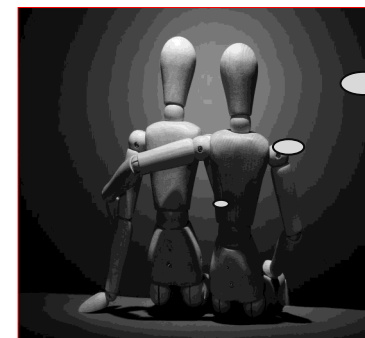
**Craft courses - accredited by NOCN consist of numerous units . Your tutor will be happy to discuss the numerous options.**



## SAFEGUARDING



### IS EVERYONE'S RESPONSIBILITY



- **physical abuse**, including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions;
- **sexual abuse**, including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting;
- **psychological abuse**, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks;
- **financial or material abuse**, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;
- **neglect and acts of omission**, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating; and
- **discriminatory abuse**, including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar

If you or anyone you are worried about are **in need of help** and wish to speak out about it, feel free to come and speak to **any** of the **centre staff**.

Alternatively there is also a list of **useful numbers** on our general information board situated on the wall outside **Terry's office**.

OPEN DOOR OFFERS YOU A SAFE AND COMFORTABLE LEARNING ENVIRONMENT WHERE YOU CAN ALWAYS ASK FOR SUPPORT!

## Editorial

A very warm welcome to Open Door Adult Learning Centre. If this is your first experience of learning, here at Open Door, let me take this opportunity to thank you for choosing to study here.

Open Door ALC is a warm, friendly and inviting organisation, with a strong “community” ethos by virtue of the management board membership of local community activists, local businesses and local people. Our vision, and mission, is simple, we want to provide a warm, inviting and yet challenging learning environment, for people to feel safe, feel healthy and happy, feel that they can achieve, feel that they can make a positive contribution, and feel that they can make a positive economic impact by learning new skills and achieving nationally recognised qualifications. We use S.H.A.P.E - Staying **S**afe, being **H**ealthy, Enjoying and **A**chieving, Making a **P**ositive contribution, Achieving **E**conomic well being - to help you identify the different elements of our vision.

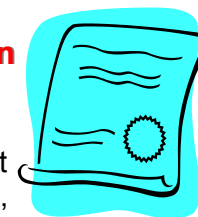
Open Door ALC is part of group of three learning providers, two from Sheffield, Manor Training and Resource Centre (MaTReC) and Open Door ALC, and one learning provider in Leeds (Swarthmore Education Centre). All of the members of our “consortium” have similar values and goals, we all deliver learning in our local community, we all embrace charitable ambitions, and we all are striving to continuously improve and aspire to be one of the best learning partnerships, in the country. If you would like to know more about our partnership, please discuss with Terry, our centre Co-ordinator.

From time to time Open Door ALC will ask you for your views, opinions and input regarding “how we are doing”, please participate as much as you can, we really do value your opinions, and views. It goes without saying that if you are unhappy with any aspect of our work, please take the opportunity to talk to any of our team.

## ABOUT THE QUALIFICATIONS AND COSTS

### NOCN (National Open College Network)

A scheme based at several different levels, and available in many different subject areas.



### Text Processing (Business Professional) suite (approximate cost only)

- \* Entry 3 level - £11.00
- \* Level 1 - £14.00
- \* Level 2 - £16.00
- \* Level 3 - £20.00

There are no actual exams. The coursework you produce, such as printouts of your work in the computer classes or photos of the articles you have made in the craft classes, should be kept in a portfolio, which we will then submit for moderation during the academic year and, providing all the necessary criteria have been met, you will receive a NOCN certificate listing units achieved.

All NOCN qualifications are made up of credits. To achieve a full award or certificate you may need to complete the core unit(s) plus optional units, which vary depending on the level, and subject area you are working on. Please ask for further details.

Registration fees vary depending on the level you are working at and the number of credits achieved. These are displayed within the Centre and are available on request.

### OCR (Formerly RSA)

Qualifications are exam based and are widely recognised by employers. The costs of the exams/ assignments are as follows:

**\*Certificate = 3 units, Diploma = 5 units**

**Literacy and Numeracy Tests levels 1 & 2 - FREE**

### BCS (British Computer Society)

Known for the ECDL (European Computer Driving Licence), is now available in two parts: ECDL Essentials costs £27 and ECDL Extra currently cost £47.00. However these may be subject to change. Please see the up-to-date price list displayed within the Centre for details.

### LEARNERS SUPPORT FUND

We are happy to provide you with information regarding our Learner Support Fund if you have difficulties paying your registration/ exam fees. Please see Terry or Julie, in confidence, for further information



**IMPROVE YOUR JOB/CAREER PROSPECT BY ACHIEVING QUALIFICATION**

## ACCREDITED COURSES

All our courses are held in small friendly classes with a maximum of 8 learners in the craft classes, 14 in the IT classes and 8 in the skills for life classes.



### SKILLS FOR LIFE

If you would like to improve your Literacy and/or Numeracy skills you can attend our workshop sessions for as long as you like and cover any areas that you feel you would like to improve.

You will be offered an initial assessment and then agree a learning programme with your tutor. You will also be given the opportunity to take the nationally recognised OCR Adult Literacy and Numeracy tests at levels 1 and 2.



### NOCN - CRAFTS

Available at levels 1, 2

We offer the Skills for the Fashion Industries qualifications. The units offered cover the following areas:

- \* Fashion Design
- \* Pattern Cutting
- \* Garment construction
- \* Tailoring

### BRITISH COMPUTER SOCIETY (BCS)

Recognised for the European Computer Driver Licence (ECDL). This qualification is widely recognised by employers and is broken down into 2 levels;

ECDL Essentials (ITQ level 1) covers 3 units;

- Security for IT Users
- IT User Fundamentals
- Using Email and the Internet

ECDL Extra (ITQ level 2) covers 4 units;

- Word Processing
- Spreadsheets
- Presentation Certificates
- Improving Productivity using ICT

Certificates are issued for both levels together will a full ECDL certificate, if all units are achieved.

### OCR (FORMERLY RSA) — TEXT PROCESSING (BUSINESS PROFESSIONAL) SUITE OF QUALIFICATIONS

Available from Entry (basic) up to level 3

Exam based qualifications designed to develop learners ability to produce a wide range of business documents which meet the needs of a modern business environment.

### NATIONAL OPEN COLLEGE NETWORK (NOCN)

The National Open College Network (NOCN) offers learners the opportunity to gain a nationally recognised credit based ITQ qualification without the need to sit exams.

Listed below are some of the credit based ITQ ICT qualifications we offer:

#### Entry level (very basic)

Introduction to:

- Using a computer
- Internet Software
- Desk Top Publishing Software
- Spreadsheets Software
- Word Processing Software
- Digital Photograph Processing Software



#### Level 1

- Database Software
- Artwork and Imaging Software
- Operate a Computer
- Spreadsheet Software
- Internet and Intranets
- Word Processing Software
- Website Software
- Presentation Software
- Email
- Improving Productivity Using ICT

#### Level 2

- Email
- Internet and Intranet
- Artwork and Imaging Software
- Spreadsheet Software
- Presentation Software
- Word Processing Software
- Database Applications
- Select and Use ICT
- Improving Productivity Using ICT

We also offer NOCN level 3 qualifications please ask for further details.

### ABOUT QCF QUALIFICATIONS

In our accredited computer and craft classes we offer QCF we offer qualifications. That means that units achieved are given a credit value and these can be built up to form qualifications.

There are three sizes of qualifications. Units from different levels can often be combined to achieve:

- Awards – between 1 and 12 credits
- Certificates – between 13 and 36 credits
- Diplomas – 37 credits or more

#### What are the benefits of the QCF?

Learners are able to:

- have more choice and flexibility in their personal or career development
- combine units to achieve a variety of qualifications
- transfer credits between qualifications to avoid duplication of learning