

GAPS

STUDY
PROGRAMME
BASILDON

PROVIDING EDUCATION AND TRAINING

G O A L S

A C T I O N

P R O G R E S S

S U C C E E D

CONTENTS

Message from TCHCs Managing Director.....	3
About TCHC.....	4
Intake and eligibility requirements.....	5
Why choose GAPS Study Programme?.....	6
Inclusivity at TCHC.....	8
What will my programme look like?.....	10
Vocational courses.....	11
• Business Administration.....	12
• Customer Service.....	13
• Health & Social Care.....	14
Future skills: Employability & Independent living.....	16
Construction.....	18
Motor Vehicle Repair.....	20
Nail & Beauty.....	22
Functional skills	
• English and maths.....	24
• Digital skills.....	25
Alternative education for schools.....	27
FAQs for Learners.....	28
FAQs for Parents.....	29
Case studies.....	30
What else do TCHC offer?.....	
• Apprenticeships.....	32
• Route to employment programme.....	33
• OnTrack Thurrock.....	34
Contact details.....	36

MESSAGE FROM...

COURTNEY GRINHAM Managing Director at TCHC

Welcome to TCHCs GAPS Study Programme!
GAPS Study Programme is designed to help bridge the gap between education and employment and provide an alternative to mainstream education.

Our qualified, passionate and experienced tutors are here to support all learners to find the right path for their journey and to be ready to take the next step - be that further education or employment.

Since starting our GAPS Study Programme in 2013, TCHC have helped 1225 learners to achieve their goals.

We look forward to helping more learners to achieve positive steps in their futures and to continue to transform their lives!



Courtney

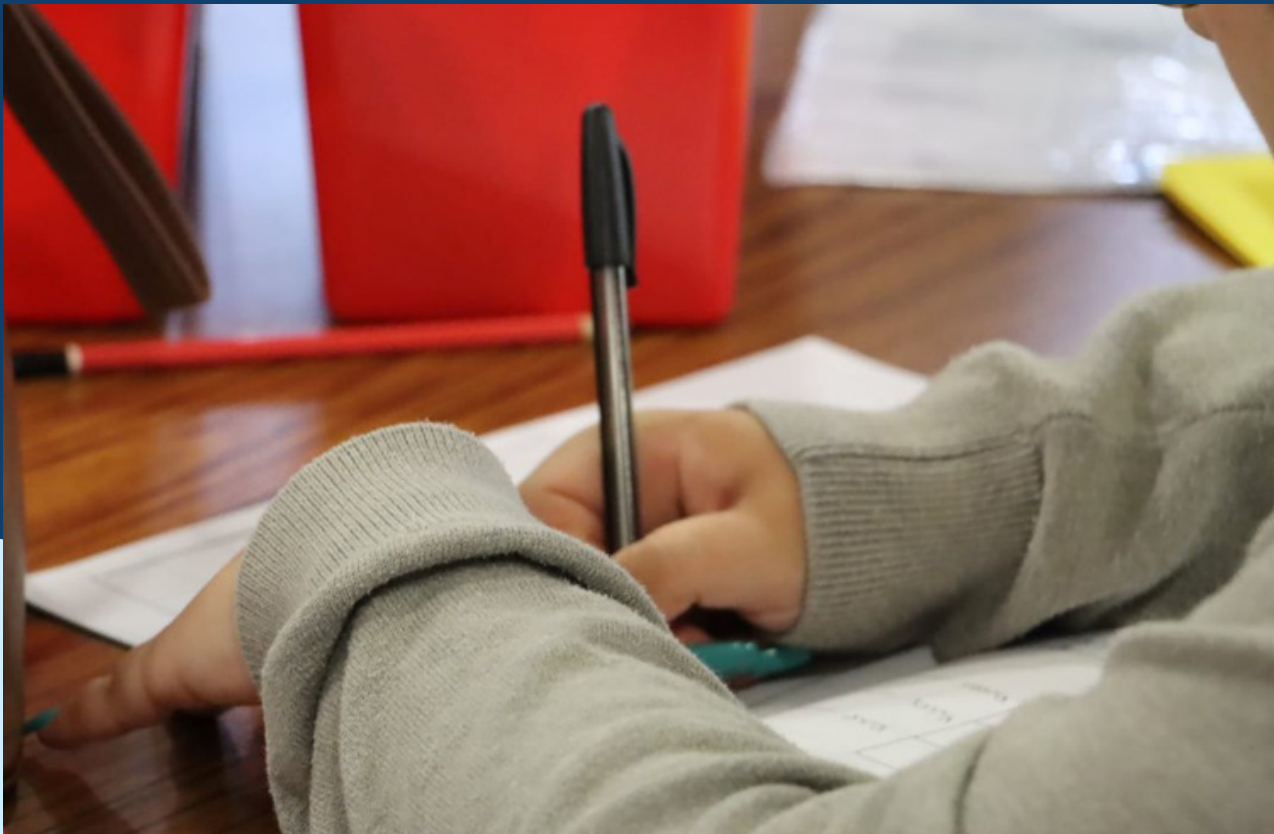


ABOUT TCHC

TCHC is a family owned and family run Ofsted Grade 2 provider who have supported local communities across London, South East, Midlands, and Home Counties for 18 years. We have helped over 500,000 learners and over 65,000 companies to progress into better opportunities.

Our GAPS centres provide access to a variety of Study Programmes to support entry into further education. Set within the local community, we pride ourselves on the nurturing environment our centres provide which helps us to get the best out of our learners.

TCHC provide fully inclusive education training ensuring all learning needs can be met using a diverse range of teaching and learning resources. At our GAPS centres, you will find a calm, positive culture that encourages success with all individuals that attend.



OUR INTAKE

WHEN CAN I JOIN?

Course starting points:

Intake starts in August and continues throughout the academic year.

CAN I JOIN?

Eligibility requirements:

- Aged 16 - 18
- Aged 19 - 24 if you have an Educational Health Care Plan (EHCP)
- For the Route to Employment programme you must be 19 - 24 Not in Education, Employment or Training

HOW DO I JOIN?

It's simple! Just call or visit us and we will help get you started!

To apply for any of our courses, or to arrange a visit please call us on **01923 698452** or email us at basildon.gaps@tchc.net

WHY CHOOSE GAPS STUDY PROGRAMME?



1-2-1 SUPPORT

**“ TCHC HAVE GIVEN ME THE BEST
SUPPORT AND THE GRADES I
NEED FOR LIFE! ”**

**SUPPORTIVE
AND NURTURING
ENVIRONMENT**

**STAFF GO
ABOVE AND
BEYOND FOR
ALL YOUNG
PEOPLE**

**NOT JUST ABOUT
EDUCATION BUT SKILLS
FOR LIFE AND WORK**

**SMALLER
CLASS
SIZES**

INCLUSIVITY AT TCHC

TCHC works to effectively include learners with complex needs. We have the facilities and expertise to support learners with special educational needs including:

- Sensory needs
- Cognition and learning
- Communication and interaction
- Social and emotional difficulties
- Mental health
- Learners with complex communication difficulties and Autistic Spectrum Disorder (ASD)

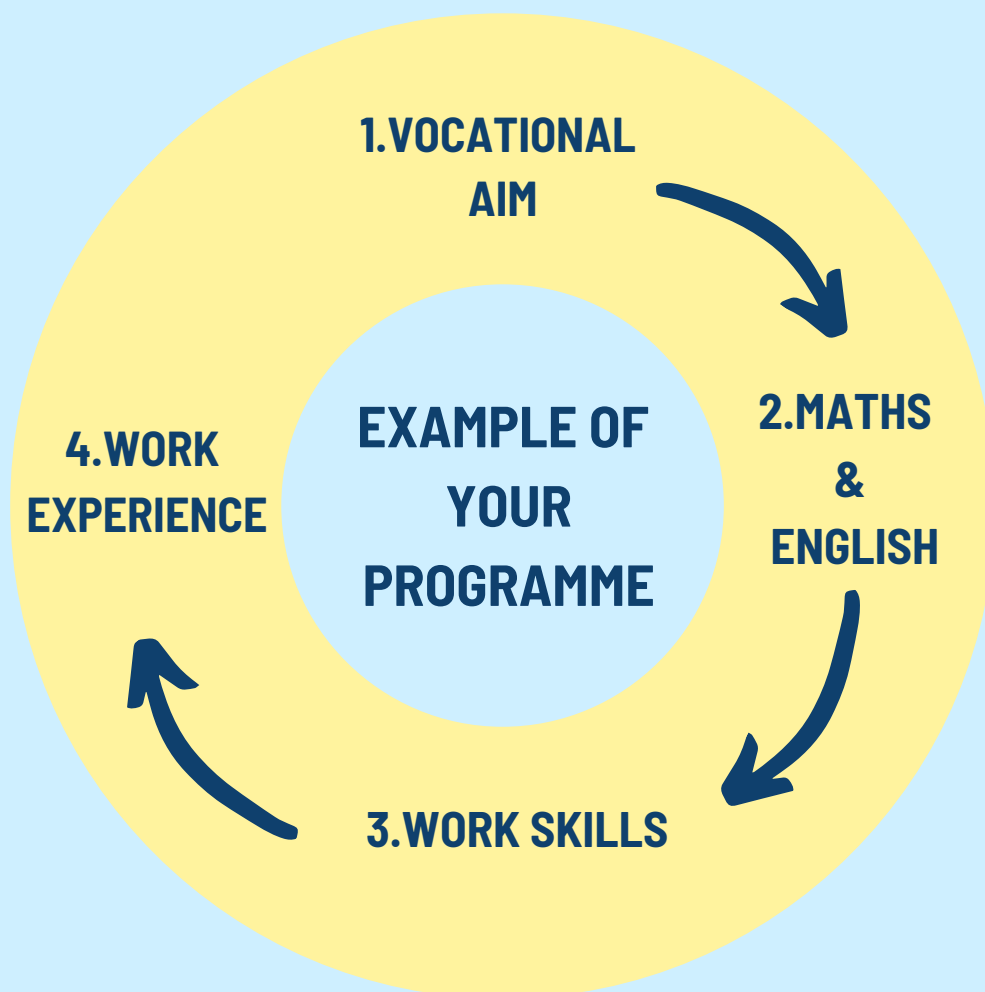
At TCHC we embed preparing for adulthood objectives to support individuals developing their independence.

TCHC GAPS provides a personalised and flexible programme of support, which is updated regularly, to give our learners a positive learning experience. All courses will be accredited through National Awarding Bodies.



WHAT WILL MY STUDY PROGRAMME LOOK LIKE?

- At TCHC, your programme will be individual and tailor-made to fit your specific needs
- Attendance is 4 days a week: Monday - Thursday
- Groups run from 9am to 1pm or 1.30pm to 5.30pm





VOCATIONAL COURSES

What is a vocational course?

A vocational course is a training programme that focuses more on practical work, rather than traditional academic exams.

Adapting to local needs

We can provide other vocational Study Programmes and skills training depending on interest for a specific vocational area.

BUSINESS ADMINISTRATION

Level 1 & 2 Diploma

This programme provides learners with the knowledge that is required to work in a range of environments in a business administration role. You will learn how to manage information and apply your knowledge in a number of industries and job roles.

What is covered on this course?

- Working in business administration
- Creating business documents
- Communicate with customers
- Business presentations
- Career planning
- Written business communication
- Welcome visitors
- Making and receiving calls
- Communicate with others

What qualifications can I achieve?

- Level 1 or level 2 in Administration - Business professional
- English & maths - Functional Skills entry level up to level 2

What can I do after the course?

- Progress on to a Level 3 course in administration or another vocational qualification
- Progress on to an apprenticeship
- Increase your chances of gaining employment



CUSTOMER SERVICE

City & Guilds - Award / Certificate Level 1



Customer service skills are essential for all businesses and highly skilled individuals are in demand. This qualification is aimed at learners who are new to the customer service sector and wish to improve their knowledge and achieve a nationally recognised qualification.

This course has been designed to be as practical as possible, giving you insight into different industries where customer service skills are required.

What is covered on this course?

- How to create a good impression to customers
- Applying legislation, regulations and organisational procedures for customers
- Dealing with enquiries and requests
- Working in customer service
- Positive communication with customers
- Working in a customer friendly way

What qualifications can I achieve?

- City & Guilds - award /certificate level 1
- English & maths - Functional Skills entry level up to level 2

What can I do after the course?

- Progress on to a level 2 course in customer service
- Progress on to an apprenticeship
- Increase your chances of gaining employment

HEALTH & SOCIAL CARE



Level 1 and Level 2 Health and Social Care

If you are a naturally caring individual who would like a rewarding career, this course will provide you with an excellent introduction into the health and social care sector.

The aim of this course is to help you develop the knowledge, awareness, and understanding of the types of provision in the industry. You will be able to gain the skills required for a higher-level course or employment.



What is covered on this course?

Health & Social Care Level 1

- Range of services and provision
- Principles and values in Health & Social Care
- Awareness of protection and safeguarding
- Communication in health and social care
- Awareness of Equality and Inclusion
- Awareness of Health & Safety
- Awareness of person centred support
- Awareness of working with others
- Importance of healthy eating and drinking

Health & Social Care Level 2

- Equality, diversity and rights in health and social care
- Human growth and development through the life span
- The role and responsibilities of the health and social care practitioner in relation to safeguarding individuals.
- Working in health and social care
- Communication in health and social care
- Health and wellbeing

What qualifications can I achieve?

- NCFE Health and Social Care - award, certificate, diploma at level 1 or level 2
- English & maths - Functional Skills entry level up to level 2

What can I do after the course?

Upon completion of the course, you can move onto a higher level of study, apply for apprenticeships or apply for jobs within many different sectors.

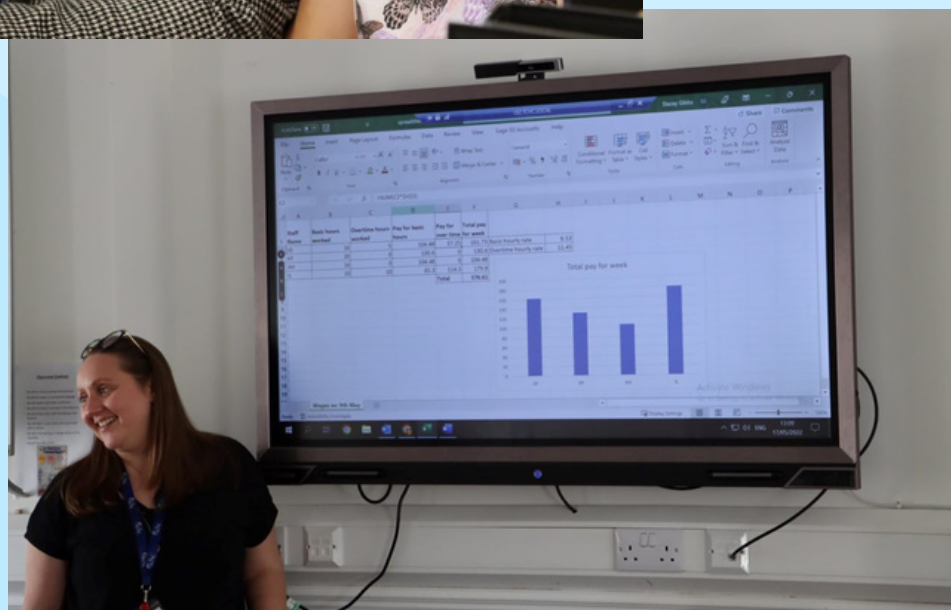
You will discuss your options throughout the year on a 1:1 basis with your Information, Advice and Guidance adviser.



FUTURE SKILLS: EMPLOYABILITY & INDEPENDENT LIVING

Our Future Skills programmes are designed for learners to work towards developing their skills, qualities and social skills. Programmes are intended to be for those who need a supportive learning environment providing different approaches to support the individual.

This course is delivered from TCHC GAPS Centre and acts as a transitional year if you are still looking at your future options for further education.



City & Guilds Entry Level 3 to Level 2 - Award, Certificate and Diploma in Employability

This course is perfect for helping you identify a career path if unsure. We will explore different career options with tasters in several industries suitable for you. Within this programme you will receive ongoing information, advice and guidance. The opportunity to develop a career plan for your future.

What will I learn?

- You will develop transferable skills to increase your independence
- What industries are available in your local area (careers)
- Community enterprise projects (teamwork skills)
- Have opportunities to meet employers
- Have opportunities to complete work experience
- What courses are available in your local area
- What Apprenticeships are and how to apply
- How to complete job applications
- Develop and work on your confidence
- CV building
- Digital skills
- Customer service skills
- Communication skills
- Resilience
- Time management

What can I do after the course?

Progression from this programme will lead to either higher levels of learning, work experience programmes, full or part time work.



CONSTRUCTION

City & Guilds - Award / Certificate / Diploma Level 1

This programme is designed for those who want to learn a variety of basic practical skills in Construction Craft trades.

You should be interested in the construction industry and/or developing some home DIY skills. Learners will complete an introduction to health & safety in a construction environment which will allow learners to go on site.

What is covered on this course?

- Health and safety in construction
- Introduction to the construction industry
- Painting techniques
- Bricklaying
- Block paving
- Rendering
- Painting and wallpapering
- Drainage
- Mixing and using concrete
- Installing rain water goods



What qualifications can I achieve?

- Construction - City & Guilds award, certificate, diploma level 1
- English & maths - Functional Skills entry level up to level 2
- Potential to complete a health & safety course and exam so you can apply for the CSCS test/card

What can I do after the course?

- Progress on to a level 2 course in construction
- Progress on to an apprenticeship
- Increase your chances of gaining employment

City & Guilds - Level 2 Certificate Construction Operations / General Construction

What is covered on this course?

- Construction site protection barriers
- Laying domestic drainage
- Constructing foundations, slabs and paths in concrete
- Health, safety and welfare in construction

What qualifications can I achieve?

- Construction - City & Guilds level 2
- English & maths - Functional Skills entry level up to level 2

What can I do after the course?

- Progress on to a level 3 course in construction
- Progress on to an apprenticeship
- Increase your chances of gaining employment



MOTOR VEHICLE REPAIR

City & Guilds - Award / Certificate / Diploma Level 1



What is covered on this course?

- Vehicle engine lubrication system
- Vehicle electrical systems
- Vehicle braking systems
- Vehicle transmission systems
- Steering and suspension
- Vehicle engine cooling systems
- Vehicle fuel and exhaust systems
- Vehicle spark ignition system
- Vehicle wheels and tyres
- Vehicle body and interior cleaning

What qualifications can I achieve?

- Motor Vehicle - award, certificate, diploma City & Guilds level 1
- English & maths - Functional Skills entry level up to level 2

What can I do after the course?

- Progress on to a level 2 course in a motor vehicle
- Progress on to an apprenticeship
- Increase your chances of gaining employment

City & Guilds Certificate Level 2

What is covered on this course?

- Fabrication, tools and measuring devices used in the automotive environment
- Health and safety in the automotive environment
- Removing and replacing light vehicle chassis units and components
- Routine light vehicle maintenance

What qualifications can I achieve?

- City & Guilds level 2 certificate in Light Vehicle Maintenance and Repair Principles
- English & maths - Functional Skills entry level up to level 2

What can I do after the course?

- Progress on to a level 3 motor vehicle
- Progress on to an apprenticeship
- Increase your chances of gaining employment

How your time is spent...

- Please note this course is 65-70% theory based within a classroom environment and the remainder is practical.



NAIL & BEAUTY

Introduction to the Hair & Beauty Sector City & Guilds - Award / Certificate / Diploma Level 1

This programme is dedicated to providing quality, fully accredited, nail and beauty courses which will allow students to progress into the beauty industry as a highly educated and qualified therapists. Hair & Beauty/Waxing Techniques/Lash & Brow

What is covered on this course?

- Skincare and hand care
- Presenting a professional image in a salon
- Basic makeup application
- Themed face painting
- Nail art application
- Providing basic manicure treatment
- Health & safety in the salon
- Salon reception duties

What qualifications can I achieve?

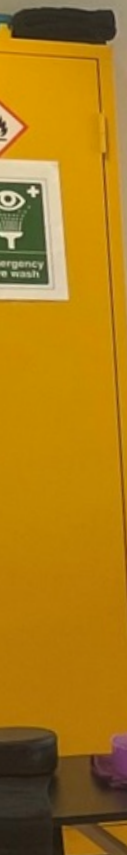
- Introduction to the Hair & Beauty Sector - City & Guilds award / certificate / diploma level 1
- English & maths - Functional Skills entry level up to level 2

What else is covered on the course?

- Personal & social development sessions
- Employability / independent living
- Opportunity for work experience
- Keeping safe & healthy
- Mental wellbeing
- Fundamental British Values

What can I do after the course?

- Progress on to a level 2 course in nail & beauty
- Progress on to an apprenticeship
- Increase your chances of gaining employment



Salon Rules

- Please keep professional
- Please cover your head back and
- rest of your hair
- NO BANGS!!!
- Please wear your hair up
- at all times
- Your hands must be washed and
- dried
- No food or drink
- No phones
- No smoking/vaping
- Language
- No cell phone
- Respect each other



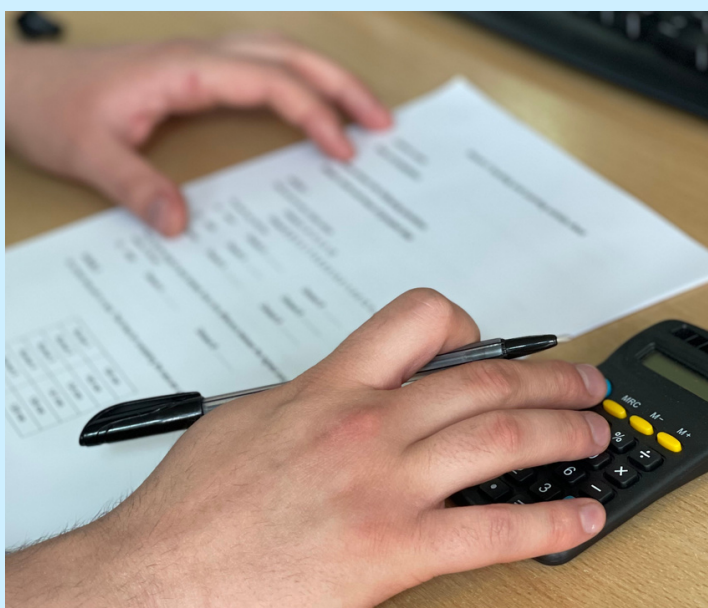
FUNCTIONAL SKILLS

ENGLISH & MATHS

Functional skills provide essential knowledge, skills, and understanding that will enable you to confidently, effectively, and independently progress in life and work.

As a GAPs learner, you will have the opportunity to work towards achieving maths and English qualifications with a suitably qualified tutor through a personalised learning plan.

We use a practical approach when teaching maths and English. Our tutors will help you apply what you have learnt to everyday tasks and problems.





82%

of all jobs in the UK list digital skills as a requirement*

DIGITAL SKILLS

This course is perfect for helping you to improve and learn new skills across a range of IT applications that are required by employers in the technology sector. You will be using up to date software and hardware to ensure you can learn effectively.

What will I learn? - Build digital skills for everyday life and work.

Use digital devices for handling information, gain knowledge of different applications. Learn how to be safe and responsible online and on digital devices.



ALTERNATIVE EDUCATION FOR SCHOOLS

SCHOOLS PROGRAMME for key stage 4

- Working with schools to improve vital skills
- Sessions are designed on individuals' needs and take place during term time
- One or two days a week
- 9.15 to 15.45

Programmes available:

- Independence skills
- Skills for work
- Health and Social Care
- Customer service
- Adapting to local needs
- We can adapt schools programmes to meet the needs of local schools

For further information please contact the TCHC GAPS,
Basildon Centre Manager:

Call: 07873 625096 / 01923 698452

Email: basildon.gaps@tchc.net

FAQs for LEARNERS

Q: How do I apply for a course?

A: Within the prospectus, you will see your options on page 5, or call us and we will help you through the process.

Q: How many days a week will I attend?

A: Depending on your course, this could be 3 or 4 days a week.

Q: What happens at the end of my course?

A: Your tutors will be supporting you through the year with the IAG adviser. They will work with you to develop a progression plan through the year so you can see your options for when your course finishes.

Q: Where can I go for lunch?

A: You have the option to eat your own lunch within the communal areas or you can have a separate room. In some cases, lunch can be provided. If you want to buy lunch there are local amenities close by.

Q: Can I have a part-time job and still attend GAPS?

A: While on your programme, you will be able to work part-time around your programme days.

Q: Are there any bursaries available to me?

A: You may be eligible for a bursary while in education, this will enable you to have support in the following areas: travel, free lunch and clothing for interviews.

FAQs for PARENTS

Q: How will I be kept informed about my son/daughter's progress?

A: Progress reports will be available during the course of the year. You will also be able to discuss your son/daughter's progress at reviews you will be invited to throughout the year.

Q: What if my son/daughter cannot attend the Centre?

A: Inform the centre by calling or emailing with the following details:

- Your young person's full name
- Date of Birth
- The reason for absence
- Expected date of return

Q: What happens if my son/daughter is being bullied or harassed?

A: The Centre will not tolerate bullying or harassment. Learners should inform their personal tutor or the Centre Manager. You can email basildon.gaps@tchc.net

CASE STUDIES



“

I came to TCHC rather than a mainstream college because they have a smaller building, smaller classrooms and less learners in each class.

At TCHC, the staff have made me feel comfortable by taking things at my own pace and being able to go into rooms on my own for lessons, they also have a room where anyone can have a time out and relax if they are having a bad day. They have supported me by asking me how they can help me work towards my goal and adjusting my plan to reflect that. The staff have been able to solve my short-term problems and work towards solving my long-term ones, it is because of this, I feel more confident.

TCHC is a great place to go as they have an individual plan for every learner and helps them by being able to adapt to their needs in a calm and controlled environment.

”

“

When I first joined, I was a ball of anger. I hated education and the world. The staff at the centre took time to listen and get to know me and would allow me to have time to myself to think. Over time I gradually started to manage my anger and felt comfortable.

I had a lot going on in my personal life, coming here helped me forget about all of my problems on the outside. Three years on, I am nearly ready for the world of work, having gained many qualifications and grown as a person. Now I've realised how far I have come in the last three years, and I am very proud of myself.

If you struggle with school or college, consider coming to TCHC because they will support you with any problems that you may have, and they will help you to develop your skills so that you grow in confidence and are ready for work and life.

”



WHAT ELSE DO TCHC OFFER?

APPRENTICESHIPS

What is an Apprenticeship?

An apprenticeship is a form of employment while studying for a core set of skills that will provide you with a qualification that can help boost your career goals. As an employee, an apprentice is entitled to the same rights as a contracted employee with full time pay (wage is determined by the employer) with holiday leave and statutory sick pay.

ACCOUNTANCY & FINANCE

Accounts Assistant Level 2
Assistant Accountant Level 3
Professional Accounting Technical Level 4

HEALTH & SOCIAL CARE

Adult Care Worker Level 2
Lead Adult Care Worker Level 3
Lead Practitioner in Adult Care Level 4
Leader in Adult Care Level 5

DIGITAL

Digital Marketer Level 3

BUSINESS SUPPORT

Business Administrator Level 3
Customer Service Practitioner Level 2
Customer Service Specialist Level 3
Team Leader/Supervisor Level 3
Operations/Departmental Manager Level 5

ROUTE TO EMPLOYMENT PROGRAMME

This programme will help you get started in the sector you want to work in.

How will you learn?

During the programme you will take part in work placements, classroom learning, online classes, and job interviews.

You will learn and develop links with local employers. The work placement element will help to broaden your CV for when you apply for future positions.

Opportunity to gain accredited qualifications that will increase your opportunities.

**AVAILABLE FOR
19 - 24 YEAR OLDS**

ONTRACK THURROCK

OnTrack is a tailored no pressure mentoring scheme to help you overcome obstacles that could be holding you back.

Whatever the barriers you face, our mentoring and support will help you overcome them, so that you can recognise your potential and focus on getting into a job, self-employment, apprenticeship, traineeship, training or further education.

**ONTRACK IS YOUR ONE
STOP DESTINATION TO A
BRIGHTER FUTURE**

**FOR 15 - 24
YEAR OLDS**

After an initial meeting with your mentor to determine your needs, we can provide the following:

CV SUPPORT
DEVELOP YOUR GOALS
JOBSEARCH TECHNIQUES
INTERVIEW TECHNIQUES SKILLS
MENTORING SUPPORT
WORK EXPERIENCE/TASTERS
CONFIDENCE BUILDING
MOTIVATION & TEAM WORKING
IT SKILLS

ACCREDITED QUALIFICATIONS

You are able to access accredited qualifications, recognised by employers such as IT, Social Media, maths, English and Customer Service. Courses run both remotely and through face to face delivery.



CONTACT US

07562 210858

07873 625096

BASILDON.GAPS@TCHC.NET

WWW.TCHC.NET

FIND US...

**16-18 Bowlers Croft,
Basildon, Essex,
SS14 3EE**

**Southgate House,
Town Square,
Basildon, Essex,
SS14 1BN**

      **@tchcgroup**

