

IB or International Baccalaureate

MAIN CHARACTERISTICS OF COURSE	<p>This is an international qualification available in a limited number of British schools and colleges. It demands both breadth and depth of study. It is a single, full time course taken as a whole and examined by coursework and final examination. Besides the six subject units (see below) students study 'Theory of Knowledge', research and write a 4,000 word essay and complete a programme of enrichment activities.</p>
SUBJECTS YOU CAN STUDY	<p>The course consists of 6 units</p> <ul style="list-style-type: none"> - Language and literature - Maths - A choice of second language - A choice of social science or humanities subject eg geography, history, psychology - A choice of science subject eg physics, biology or chemistry - A choice of art subject eg music, drama or visual arts
QUALIFICATIONS YOU NEED TO ENROL <small>*These are general guidelines as entry requirements will vary according to the course and college or school concerned.</small>	<p>This is a demanding course and entry requirements are typically higher than for A Level courses. For example 6 GCSE grades A* - C to include English, maths, science and a foreign language.</p>
LENGTH OF COURSE	<p>Two years full time</p>
LEVELS AVAILABLE	<p>The diploma is a Level three course.</p>
WHERE YOU CAN STUDY THIS	<p> ✓ School <i>few schools offer this</i> ✓ FE college <i>few colleges offer this</i> ✗ HE college </p>
WHAT CAN YOU PROGRESS TO?	<p>The course is designed to lead to Higher Education. It is internationally recognised and includes a foreign language, making the possibility of studying for a degree in Europe a real possibility.</p> <p>The IB awards final grades as points on a scale from 24 for a pass in the Diploma to a maximum of 45. Each of the six units is worth a maximum of 7 points (7 points is broadly equivalent to grade A Level and 4 points to a grade E) Additional points are awarded for completion of the non-subject based units.</p>
FURTHER INFORMATION	<p>www.internationalbaccalaureate.co.uk</p>

Applied A Levels (previously called AVCE)

Also known as GCE Applied, Vocational A Levels or Double Award A Levels.

MAIN CHARACTERISTICS OF COURSE	<p>Academic study is mixed with information and skills relating to a broad area of employment. You will relate the academic content of the subjects to the world of work, often using case studies. Work experience is usually part of the course.</p> <p>The course is divided into core and optional units of study. This is assessed through a mixture of course work and exams.</p>
SUBJECTS YOU CAN STUDY	<p>Art and Design, Business, Engineering, Health and Social Care, ICT, Leisure and Recreation, Media, Performing Arts, Science, Travel and Tourism</p>
QUALIFICATIONS YOU NEED TO ENROL <small>*These are general guidelines as entry requirements will vary according to the course and college or school concerned.</small>	<p>Vary slightly from one course to another but usually at least four GCSE grade A-C usually including English and Maths.</p>
LENGTH OF COURSE	<p>Two years. NB To create a full-time course you can combine one of these double award courses with a standard A Level course. This will give you greater options at university level.</p>
LEVELS AVAILABLE	<p>Advanced. Many of these courses are 'double awards' which means they take as much time as studying two A Levels and are worth the equivalent of two A Levels. All grades A-E are pass level.</p> <p>This course is a level three qualification, the same level as a BTEC National Diploma or A Levels.</p>
WHERE YOU CAN STUDY THIS	<p>✓ School <i>some courses will be offered</i> ✓ FE college <i>many courses will be offered</i> ✗ HE college and university</p>
WHAT CAN YOU PROGRESS TO?	<p>✓ Workplace training ✓ Employment ✓ Higher education: Foundation degree (FdA), HND or full degree</p>
CASE STUDY OF COURSE	<p>GCE Applied A Level Science at an FE College in London</p> <p>This two-year course includes the opportunity to shadow hospital staff and find out more about the way science is used in research programmes in the public and commercial world. There is an emphasis on hands-on activity and planning and carrying out scientific investigation.</p>

A Levels

MAIN CHARACTERISTICS OF COURSE	<p>These are single subject qualifications which extend the academic study after GCSE to a higher, advanced level. Courses are assessed by a mixture of coursework and final examinations.</p> <p>In year 12 you study AS courses and after exams you proceed to the next level, A2, in year 13.</p> <p>Some pupils drop 1 subject after taking AS Levels and concentrate on taking their best subjects through to full A Level. School or college will advise how many subjects you study. Three or four at AS Level is usual.</p>
SUBJECTS YOU CAN STUDY	<p>There are about 100 subjects available at A Level including subjects that you may have studied at GCSE Level such as History, Maths, English and Biology. In addition there are a wide range of subjects which may be new to you such as Psychology, Photography, Geology, Government and Politics, Philosophy, Law, Economics and History of Art. There are also A Level courses in over 20 modern languages from Arabic to Urdu.</p>
QUALIFICATIONS YOU NEED TO ENROL <small>*These are general guidelines as entry requirements will vary according to the course and college or school concerned.</small>	<p>Vary slightly from one course to another but usually at least four GCSE grade A-C usually including English and Maths.</p>
LENGTH OF COURSE	<p>Two years for A2 or one year for AS.</p>
LEVELS AVAILABLE	<p>Advanced</p>
WHERE YOU CAN STUDY THIS	<p>✓ School <i>many courses will be offered</i> ✓ FE college <i>many courses will be offered</i> ✗ HE college and university</p>
WHAT CAN YOU PROGRESS TO?	<p>✓ Workplace training ✓ Employment ✓ Higher education: Foundation degree(FdA), HND or full degree(BA or BSc)</p> <p>Both AS and full A Levels count towards your points for getting into university. Some courses will ask for specific subjects at A Level so make sure you seek advice and do your research before you make your choices for year 12.</p>
CASE STUDY OF COURSE	<p>Pierre studied Art, Photography, History and English for AS and A2 Level. Although it was a lot of work he opted not to drop a subject at the end of Year 12 because he wanted to keep his options open for the future and he enjoyed all four subjects equally. He gained grades ABBC and is currently studying for a one year foundation diploma in Art at FE college. Next year, he plans to progress to a more specialised art degree at university.</p>

BTEC

National Diploma or Certificate

MAIN CHARACTERISTICS OF COURSE	<p>These provide specialist work-related qualifications in a range of sectors. They are likely to provide practical, hands-on experience of the skills and understanding needed to enter a specific area of employment.</p>
SUBJECTS YOU CAN STUDY	<p>There are over 50 different BTEC courses available at National Diploma Level. Here are just some of them: Animal Care, Drama, Dance, Beauty Therapy, Building Services Engineering, Horticulture, Performing Arts, Sport and Exercise Science, Music Technology, Popular Music, Hospitality, Leisure Studies, Early Years, Science, Fashion, Moving Image, Photography, Multimedia.</p>
QUALIFICATIONS YOU NEED TO ENROL <small>*These are general guidelines as entry requirements will vary according to the course and college or school concerned.</small>	<p>For BTEC National Diploma. You often require a merit from an intermediate GNVQ or BTEC first or at least 4 GCSE grades A-C. You may also be asked for portfolio, computer skills and to attend an interview.</p>
LENGTH OF COURSE	<p>Both the certificate and the Diploma are two-year courses.</p>
LEVELS AVAILABLE	<p>Both the Certificate and the Diploma are Level three courses which is the same level as A Levels. The National Diploma is equivalent to three A Levels. The National Certificate is equivalent to two A Levels. When you are looking to apply to university you need to know how many UCAS tariff points you will have gained from your course and this depends on whether you gain distinction, merit or pass.</p>
WHERE YOU CAN STUDY THIS	<p>✓ School <i>Some offered</i> ✓ FE college <i>Many offered</i></p>
WHAT CAN YOU PROGRESS TO?	<p>From BTEC National to a FdA, HND or full degree course at university.</p>
CASE STUDY OF COURSE	<p>BTEC National Diploma in Multimedia. Study includes visual communication, 3D computer applications, digital video, design principles and programming. A course for creative types who are interested in design and new media.</p>

BTEC

First Diploma or Certificate

MAIN CHARACTERISTICS OF COURSE	<p>These provide specialist work-related qualifications in a range of sectors. They are likely to provide practical, hands on experience of the skills and understanding needed to enter a specific area of employment.</p>
SUBJECTS YOU CAN STUDY	<p>There are over 50 different BTEC courses available at first diploma level. Here are just some of them: Animal Care, Drama, Dance, Beauty Therapy, Building Services Engineering, Horticulture, Performing Arts, Sport and Exercise Science, Music Technology, Popular Music, Hospitality, Leisure Studies, Early Years, Science, Fashion, Moving Image, Photography, Multimedia, Design.</p>
QUALIFICATIONS YOU NEED TO ENROL <small>*These are general guidelines as entry requirements will vary according to the course and college or school concerned.</small>	<p>For BTEC First diploma you require 4 GCSE passes at grades A-E. You will probably have to attend an interview or audition. You may be asked to provide a positive reference. For some subjects you may be asked to bring a portfolio.</p>
LENGTH OF COURSE	<p>First diploma or certificate = 1 year. This is a full-time course</p>
LEVELS AVAILABLE	<p>The BTEC first diploma or certificate is a level-two course. It is the equivalent of 4 GCSE grades A-C</p> <p>Other qualifications at this level include GCSE at grade C or above Intermediate level GNVQ CACHE childcare and education certificate</p>
WHERE YOU CAN STUDY THIS	<p>X School <i>rarely offered</i> ✓ FE college <i>many offered</i></p>
WHAT CAN YOU PROGRESS TO?	<p>From level two to BTEC National Diploma or Applied A Level course.</p>
CASE STUDY OF COURSE	<p>BTEC First diploma in Multimedia. Study includes visual communication, 3D computer applications, digital video, design principles and programming. A course for creative types who are interested in design and new media.</p>

NVQ

MAIN CHARACTERISTICS OF COURSE	<p>These qualifications are generally studied in the workplace or on release from work to attend college whilst in employment. NVQs reflect the skills needed to do a specific job effectively and the competences required are based on national occupational standards</p> <p>In order to achieve the units of competence you have to show that you have reached a satisfactory standard in set practical tasks and provide evidence from your workplace of this. You get credit for both what you know and what you do.</p> <p>Assessment is by portfolio and a range of assessments including witness statements by your workplace trainer as proof of your competences.</p>
SUBJECTS YOU CAN STUDY	<p>There are hundreds of NVQ courses as each one relates to a specific job area rather than a whole career sector. Examples include Customer Service, Carpentry, Brickwork, Hairdressing, Early Years, Playwork, Care, Plumbing and Accountancy.</p>
QUALIFICATIONS YOU NEED TO ENROL <small>*These are general guidelines as entry requirements will vary according to the course and college or school concerned.</small>	<p>NVQ are available at Level 1, 2, 3 and 4. Entry qualifications vary from course to course. You need to be in paid or voluntary work in order that you can fulfil your workplace competences. Alternatively FE colleges offer some NVQ courses which include unpaid work experience in blocks of several weeks or there are modern apprenticeships which work towards NVQ qualifications. These are a useful bridge to employment and training for school leavers at 16+</p>
LENGTH OF COURSE	<p>With workplace-based NVQs there are no strict time limits on how long it takes you to complete each level of the NVQ. The college-based learning part is usually 1 day or 1 evening per week.</p>
LEVELS AVAILABLE	<p>Level 1, 2, 3 or 4.</p>
WHERE YOU CAN STUDY THIS	<p>✓ School <i>increasing choices available</i> ✓ FE college <i>many offered</i> ✓ Workplace <i>many offered</i></p>
WHAT CAN YOU PROGRESS TO?	<p>From Level 3 NVQ to HND or university degree. From Level 2 to Level 3 NVQ or BTEC Diploma.</p>
CASE STUDY OF COURSE	<p>NVQ Level 1 and 2 Sport, Leisure and Recreation.</p> <p>This one-year course is based most of the time at a gym helping with activities, helping with coaching, dealing with health and safety and the needs of clients. Students spend 1 day per week on placement at a sports centre or primary school and half a day per week back at school or college updating their portfolio. In addition to their NVQ they may qualify for coaching awards and the community sports leadership award.</p>

GNVQ Intermediate

MAIN CHARACTERISTICS OF COURSE	<p>This qualification is available in a range of vocational subjects. This type of route is suited to those who wish to follow more specialist qualifications as they have some idea of the career area they would like to enter. It suits students who prefer internal assessment and scenario type assignments. It is a broad course and roughly equivalent to four GCSE grade A* to C.</p> <p>GNVQ intermediate has now been withdrawn and will no longer be taught after 2007. Schools and colleges are replacing this course with either applied/ vocational GCSEs or BTEC First Diploma courses.</p>
SUBJECTS YOU CAN STUDY	<p>Art and Design, Business, Construction, Health and Social Care, Hospitality and Catering, ICT, Land and Environment, Leisure and Tourism, Manufacturing, Media, Performing Arts, Retail and Distribution, Science.</p>
QUALIFICATIONS YOU NEED TO ENROL <small>*These are general guidelines as entry requirements will vary according to the course and college or school concerned.</small>	<p>Typically four passes at GCSE grade D or above or a merit at GNVQ Foundation level. *</p>
LENGTH OF COURSE	<p>At FE college or in the school sixth form this is usually offered as a one-year course.</p> <p>Where this is offered as part of the KS4 option choices it is usually a two-year course.</p>
LEVELS AVAILABLE	<p>Intermediate GNVQ is a Level two qualification.</p>
WHERE YOU CAN STUDY THIS	<p>✓ School ✓ FE college ✗ HE college and university</p>
WHAT CAN YOU PROGRESS TO?	<p>Students can go into workplace training, employment or to further study at school or FE college. The next level of qualification would be Level three eg BTEC National Diploma.</p>
CASE STUDY OF COURSE	<p>Amina is studying the Intermediate GNVQ in Health and Social Care at a London FE college. "I am interested in becoming a nurse on a children's ward. If I get my merit this year I will go on and take my BTEC National Diploma in Health Studies, which will take two more years.</p> <p>We have had lots of hospital and clinic staff come in to talk to us this year and also some nursing students have been mentoring us which has given me real encouragement."</p>

Apprenticeship

MAIN CHARACTERISTICS OF COURSE	<p>The apprenticeship scheme is a qualification and training programme designed by the industry's sector skills council which includes three elements</p> <ol style="list-style-type: none"> 1. An NVQ qualification 2. A technical certificate 3. Key skills <p>The student gets paid reasonable wages to work in a company and is allowed time to attend college for studying towards NVQ qualifications. The employer works with a training provider to ensure that the student receives an agreed training package.</p>
SUBJECTS YOU CAN STUDY	<p>The Learning and Skills Council links with apprenticeships in over 80 sectors and covers 180 different apprenticeship schemes. For information on local schemes and colleges go to: www.londoncentrallsc.gov.uk/learners/localprovision</p>
QUALIFICATIONS YOU NEED TO ENROL	<p>This varies greatly. Many schemes ask for a minimum of Level two qualifications in English and Maths.</p> <p>Advance apprenticeship schemes expect more qualifications eg four or five GCSE passes at grade C or above.</p>
LENGTH OF COURSE	<p>The apprenticeship will take up to 24 months. The advanced apprenticeship scheme will take up to an additional two years.</p>
LEVELS AVAILABLE	<p>The apprenticeship scheme offers technical certificates, key skills and an NVQ Level two qualification. Advanced apprenticeships offer Level three qualifications.</p>
WHERE YOU CAN STUDY THIS	<p>You will need to be employed by a company. They will pay you, provide the work experience and ensure that you are given training.</p> <p>Some training may be given at residential colleges but usually it will be local and you will be required to attend college for blocks of time or for weekly day or evening classes.</p>
WHAT CAN YOU PROGRESS TO?	<ul style="list-style-type: none"> - Advanced apprenticeships - Employment
FOR FURTHER INFORMATION	<p>To find out more about apprenticeship schemes on offer near you</p> <ul style="list-style-type: none"> - Go direct to employers. Look for adverts in the local paper, research into companies on the Internet or look in the yellow pages. Make telephone or e-mail enquiries to find out whether they run an apprenticeship scheme, how many places they offer and what they are looking for from applicants. - Look in the prospectus or web site for your local FE College. They will have links with apprenticeship schemes and training providers - Ask your local careers or Connexions adviser.

FdA or FdSc Foundation Degree

MAIN CHARACTERISTICS OF COURSE	<p>A work or vocationally related qualification designed in conjunction with employers to meet skills shortages at the higher technician and associate professional level. Academic learning is combined with work-based learning.</p>
SUBJECTS YOU CAN STUDY	<p>There are now over 1,000 foundation degrees available across the full range of subjects, with many more waiting to be finalised. For the full list of courses available look on the UCAS web site at www.ucas.com</p>
QUALIFICATIONS YOU NEED TO ENROL <small>*These are general guidelines as entry requirements will vary according to the course and college or school concerned.</small>	<p>There are no set requirements but typically School or college leavers may be required to offer some Level three qualifications, whilst for older applicants industrial experience or current employment with an NVQ 3 qualification could secure an interview for a place. Refer to the individual institution for more details. For full time places apply via UCAS.</p>
LENGTH OF COURSE	<p>A full time Foundation degree course will take two years of study. Progression or 'topping up' to a full BA or BSc degree is then possible by studying for an additional one or two years.</p>
LEVELS AVAILABLE	<p>This is a Level four qualification</p>
WHERE YOU CAN STUDY THIS	<p>X School ✓ FE College ✓ HE University</p>
WHAT CAN YOU PROGRESS TO?	<p>Full Degree course Employment</p>
EXAMPLES OF COURSES	<p>FdSc Veterinary Nursing FdA Graphic Design FdA Organising Live Arts FdEng Building Services Engineering FdA Fashion Design and Marketing FdSc IT and Business</p>

BA or BSc Degree

MAIN CHARACTERISTICS OF COURSE	<p>A degree is a course leading to a higher level of qualification. BA or BSc is known as a 'first degree'. (Some people go on to take a further degree such as a MA or MSc or even a PhD)</p> <p>The degree is taught in parts or modules. Some modules will be compulsory and all students will study them. Other modules may be chosen from a variety of options.</p> <p>Degree programmes vary greatly.</p> <ul style="list-style-type: none"> - Does the degree have a sandwich or work placement year? - Is the degree assessed by coursework or exams? - If the degree is linked to a specific career, is it accredited by a professional organisation? 												
SUBJECTS YOU CAN STUDY	<p>There are literally thousands of courses on offer from accountancy to zoology.</p> <p>Subjects can be studied as single, joint or multiple combinations. Subjects with an Arts background will yield a BA. Science based courses will be awarded a BSc.</p>												
QUALIFICATIONS YOU NEED TO ENROL <table border="1" data-bbox="92 1122 523 1391"> <thead> <tr> <th>Sample Qualifications and Grades</th> <th>UCAS Points on Tariff</th> </tr> </thead> <tbody> <tr> <td>A Level grade A</td> <td>120</td> </tr> <tr> <td>BTEC National Diploma (Three distinctions)</td> <td>360</td> </tr> <tr> <td>A Level grade C</td> <td>80</td> </tr> <tr> <td>BTEC National Diploma (three merits)</td> <td>240</td> </tr> <tr> <td>A Level grade E</td> <td>40</td> </tr> </tbody> </table>	Sample Qualifications and Grades	UCAS Points on Tariff	A Level grade A	120	BTEC National Diploma (Three distinctions)	360	A Level grade C	80	BTEC National Diploma (three merits)	240	A Level grade E	40	<p>There are no set qualifications and each institution and each course sets entry requirements.</p> <p>Typically there is a requirement for GCSE grade C or above in English and Maths. Some candidates will enter by interview or portfolio but most will be offered on the strength of their Level three predicted grades or UCAS tariff points and their personal statement.</p> <p>For more information on UCAS applications see the website www.ucas.com</p>
Sample Qualifications and Grades	UCAS Points on Tariff												
A Level grade A	120												
BTEC National Diploma (Three distinctions)	360												
A Level grade C	80												
BTEC National Diploma (three merits)	240												
A Level grade E	40												
LENGTH OF COURSE	<p>Generally three or four years.</p>												
LEVELS AVAILABLE	<p>This is a Level four qualification</p>												
WHERE YOU CAN STUDY THIS	<p>X School Rarely FE college ✓ HE University</p>												
WHAT CAN YOU PROGRESS TO?	<p>Employment as a graduate Further study eg MA or MSc Employment and further study or training leading to professional qualifications</p>												
FURTHER INFORMATION	<p>www.ucas.com www.aimhigher.ac.uk</p> <p>The NUS Aimhigher guide to Higher Education 'Thinking it through' gives clear, practical advice on how to choose the right course. It is available from 0800 587 8500 (Ask for NUS HE guide) or download a copy from the Aimhigher website.</p>												

HND or HNC

Higher National Diploma or Certificate

MAIN CHARACTERISTICS OF COURSE	<p>This qualification prepares learners for employment in a particular vocational sector. It is ideal for students who are clear about the area of employment they wish to enter. The HNC is usually for people currently in employment whilst the HND is a full time course which may include work placement or experience.</p> <p>On qualifying, students are known as diplomates and credits from the course may exempt them from parts of further professional examinations.</p>
SUBJECTS YOU CAN STUDY	<p>A wide range of subjects are offered, including courses relating to the vocational areas of Construction, Business, Health, Creative Arts , Media and Leisure, Tourism and Hospitality. Each course is made up from a mixture of core modules and specialist modules. Some courses contain extended assignments or final major projects.</p>
QUALIFICATIONS YOU NEED TO ENROL <small>*These are general guidelines as entry requirements will vary according to the institution concerned.</small>	<p>For students who are progressing from school or college the general requirements will be</p> <ul style="list-style-type: none"> - Some tariff points from a Level three qualification* - English and maths grade C or above at GCSE or equivalent*. - An interview or portfolio may be required <p>For mature students the general requirement will be</p> <ul style="list-style-type: none"> - Appropriate employment / industrial experience considered without the necessary tariff points. - Access qualifications welcomed - Interview required
LENGTH OF COURSE	<p>HND: Generally two years, full- time. HNC: Generally two years, part- time in conjunction with employment.</p>
LEVELS AVAILABLE	<p>This is a Level four qualification. The units are graded pass, merit or distinction.</p>
WHERE YOU CAN STUDY THIS	<p>X School ✓ FE college ✓ HE University</p>
WHAT CAN YOU PROGRESS TO?	<p>Employment Employment with further training Further study eg Degree programme. (Successful completion of an HND will allow progression into either year two or year three of a Degree course depending on the overlap between the courses.)</p>
FURTHER INFORMATION	<p>www.ucas.com www.edexcel.co.uk</p>

Taking a Sandwich Year or Work Placement.

<p>What is it?</p>	<p>A work placement is often called a sandwich as it is placed between two periods of study. For example a 'sandwich' could be a 12 month period of paid working at the end of the second year of a degree course. After completing the sandwich year, students return to university to finish their fourth and final year.</p> <p>Some courses have shorter periods of work experience embedded within them. This experience is less likely to be paid as it may form the basis of an assessed piece of work.</p> <p>Internships are periods of paid or unpaid work placement in a specific company or organisation with a view to gaining experience and making contacts in a specific sector of employment. Students may undertake internships in their vacations or at the end of their degree programme to 'test the water' or improve their employability.</p> <p>Work experience has become an important part of student life. Universities usually have their own careers and employment service that advises students on all aspects of employment and employability. These services are able to help with part time and vacation employment, as most students now need to supplement their income with part time paid work</p>
<p>What are the advantages of a work placement year?</p>	<p>PUT THE THEORIES TO THE TEST You get to see the real world examples of the theories and models you have been learning about in lectures.</p> <p>TRY OUT CAREER OPTIONS However well you think you know a vocational area, a year of work experience will give you a valuable insight into the roles within a company, open your eyes to new areas of employment and help you to identify your strengths and weaknesses for further professional development.</p> <p>IMPROVE YOUR EMPLOYABILITY Employers are looking to recruit graduates with skills in: Communication Team Working/ working with others Application of number Problem Solving Information Technology Improving your own learning performance Employment experience will help students to develop all these skills.</p> <p>EARN USEFUL INCOME You will be paid wages whilst on your sandwich year. It may not be the highest salary but as you are likely to be full time it should provide adequate funds to support you. Some students manage to save some of this money to help with final year costs.</p>
<p>How can you find out more?</p>	<p>The National Council for Work Experience www.work-experience.org.uk The Higher Education Career Services Unit www.prospects.ac.uk The Work Experience Bank www.prospects.ac.uk/workbank/main.stm Year in Industry www.yini.org.uk</p>

Progression stages

Level 4

DEGREE

HND

FOUNDATION DEGREE

Level 3

NVQ
LEVEL 3GCE
AS/A LEVELAPPLIED A
LEVELSBTEC
NATIONALADVANCED
APPRENTICESHIP

Level 2

GNVQ
INTERMEDIATENVQ
LEVEL 2GCSE
GRADE A-CBTEC
FIRSTFOUNDATION
APPRENTICESHIP

Level 1

GCSE
GRADE D-ENVQ
LEVEL 1GNVQ
FOUNDATION

Setting SMART Targets

The Ladders pack encourages you to set targets for your own progression by creating your own progression Ladder. We suggest that you fill the ladder in from the top down so that you are clear that each rung is leading you towards your goal.

In order to achieve each of the rungs on your ladder you will need to set targets. These targets should be **SMART**. SMART Targets are those that stick to the following guidelines

SPECIFIC:

not vague

MEASURABLE:

it must be possible to know if you have reached your target

ACHIEVABLE:

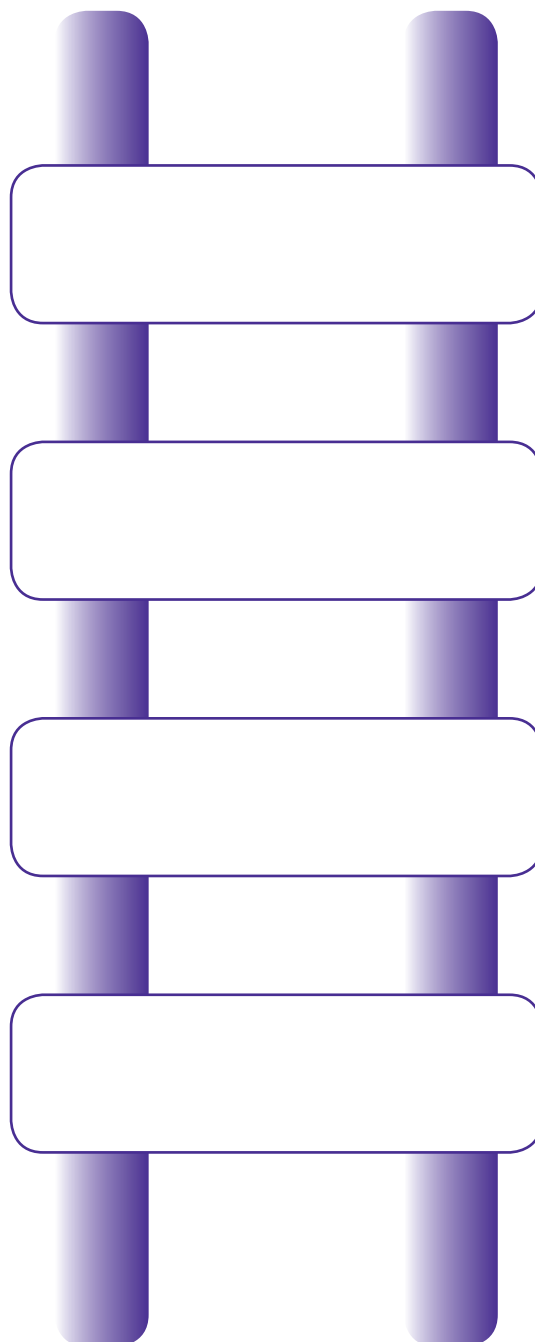
targets should be realistic

RELEVANT:

Targets must relate to your goal

TIME LINKED:

when will you reach this target?



Are the following targets SMART?

	S	M	A	R	T
Remember to bring my PE kit each Tuesday next month					
Never be late for school again					
Try and do my homework on time					
Find out about careers					
Improve my predicted grades in maths from D to C by the end of this year					

Overview of the debate and essay writing pilot

This pilot took place over three days with year 12 AVCE Leisure and Tourism students from City and Islington College, staff from the University of Westminster and students ambassadors from the University of Westminster and London Metropolitan University. The aims of the pilot were to:

- **Develop and practice a range of progression skills to include:**
 - o *Research skills.*
 - o *Debate and presentation skills.*
 - o *Essay writing skills.*
- **Give a taste of university life from an academic perspective.**
- **Help individuals to identify skills needing further development and to set targets for achieving them, in order to progress successfully to higher education.**
- **Encourage an informal exchange of information between ambassadors and college students to improve awareness of all aspects of the student experience.**
- **Raise awareness of the availability of study support and bridging programmes at university level.**

Location

The pilot took place partly in the college and partly in the university. We wanted to give the students the experience of being in a university as much as possible but it was equally important for the students to benefit from improved skills using their own library facilities, a knock-on benefit of this project.

Structure

By the end of the pilot week the students had participated in a formal debate and used their research from that debate to draft and write an essay. This essay was submitted and marked by the higher education lecturer.

DAY ONE

Time	Activity	Who?
9-10am	Preparation and briefing session with the students and ambassadors	Ladders Project Officer, FE/HE Project Officer Student ambassadors
10-11.00 am	Lecture – Future of global tourism	University Lecturer
11.00 -11:45am	Presentation: Introduction to debating. Brainstorming: Identifying and dividing up the arguments.	Project Officers, CANDI students Ambassadors, University Lecturer
11:45am-1pm	Research session 1	CANDI students, Ambassadors.
1:30–2:30pm	Research Session 2.	CANDI students, Ambassadors.
2:45 – 3:45	Debate, (All research notes had been saved electronically for use in the essay writing workshops)	CANDI students, Ambassadors. Academic support tutor, University Lecturer
3:45-4:15	Feedback and debrief. Briefing for following day.	CANDI students, Ambassadors. Academic support tutor, University Lecturer

DAY TWO AND THREE

Time	Activity	Who?
10 am – 12:30pm	Essay writing workshop	CANDI students, CANDI staff Student Ambassadors, University academic writing support staff
12:30 – 2:30pm (to include lunch)	Progression activity eg Skills sorting or pathway planner, University life activity	CANDI students Ambassadors
2:30-4pm	Workshop - working on essay plans.	CANDI students, Ambassadors.

The Debating process

A debate is based around a suggestion or motion.
This is phrased as 'This house believes.....'

Our motion is

'This
house believes that
the future
for tourism is positive'.

The people who are arguing to support the motion are called **the proposers**.
The people arguing against the motion are **the opposers**.

We will order our debate as follows:

1. The chair or speaker will read out the motion.
2. The proposition will begin with their first proposer. The first proposer will present the arguments for the motion. In total the proposers will have three people to speak. Each person will focus on one aspect of Tourism from the PEST list (Political, Economic, Social and Technological) .
3. The first opposer will then present their arguments against the motion from one aspect of the PEST list.
4. These short set speeches will continue with the second proposer and opposer and then the third proposer and opposer presenting their arguments for and against the motion in order.
5. The rest of the group will follow with contributions from the floor. In this debate the rule will be that everyone has to make at least one speech during the proceedings.
6. The opposition and then the proposition will sum up in short speeches at the end.
- 7 A vote will be taken. (In our case the motion was carried.)

Using this workshop with other vocational groups

This recipe mixes skills in presentation and research with critical essay writing. It provides a real experience of learning within a higher education environment and gives a central role to student ambassadors. It would lend itself to all the vocational areas in the pack and the Ladders project would welcome the opportunity to further support and develop any such projects