



**TOTAL PEOPLE**  
LEADERS IN LEARNING ©

**STUDY  
PROGRAMME  
PROSPECUTS  
2023-2024**

**TOTALPEOPLE.CO.UK**





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# ABOUT US

## Our mission

At Total People, our mission is to improve lives and economic success through learning. We are committed to supporting you while you develop the knowledge, skills and behaviours that will help you with your future career. Each of our programmes is designed to help you continue your academic studies at a higher level and / or gain employment - we look forward to taking you on a journey towards your chosen pathway!

## Our intent

Our aim is to enable you to discover your future within a safe and supportive environment. Our tutors' number one objective is to empower you to focus on personal development and work skills so that you can achieve your career goals.



# MEET THE TEAM

Julie Lappin  
Operations Director



Aimee Johnson  
Operations Manager



Liam Farrall  
Curriculum and Performance Manager



Imitaz Kala  
Safeguarding, equity and including lead



We are delighted that you are considering studying with Total People, and wish you a very warm welcome. At Total People, we are committed to supporting you to develop the knowledge, skills and behaviours that will help you with you with your future career.

We hope to see you during our enrolment days and wish you every success with your upcoming exams.



## STUDY PROGRAMMES

Our Study Programme courses are tailored to develop the skills that your future employers are looking for. Not only do they provide excellent work experience opportunities, they also offer extra support to young people aged 16 - 18, or aged 19 - 24 with an Education Health and Care (EHC) plan.

Our varied courses aim to nurture young people, allowing you to grow at your own pace and develop the right work and life skills for a successful future.

Our programmes are designed to help you get ready for an apprenticeship or job if you need extra skills or experience. We focus on ensuring you can achieve the right job know-how for your chosen career while gaining valuable workplace experience.



## DELIVERY LOCATIONS



### Our Locations

- 1 Macclesfield
- 2 Crewe
- 3 Middlewich
- 4 Knowsley
- 5 Salford
- 6 Runcorn
- 7 Winsford
- 8 Merseyside
- 9 Manchester
- 10 Wigan
- 11 Leigh





## OUR TEAMS



Mental Health and Wellbeing Team



Career Education Advisers



Interactive Learning Technology Team



SEND Team



Safeguarding and Prevent



Sales / Customer service Apprenticeship Team

## KEY DATES



**GCSE day**

Thursday, 24 August 2023



**August enrolment week**

Thursday, 24 August 2023 -  
Friday 1 September 2023



**September induction week**

Monday 4 September 2023 -  
Friday 8 September 2023



**Start of term**

Monday 11 September 2023



**January enrolment week**

Monday 8 January 2024 -  
Friday 12 January 2024



**January induction week**

Monday 15 January 2024 -  
Friday 19 January 2024





## TOTAL PEOPLE COURSES

### Level 1

- BTEC Level 1 Diploma in Vocational Studies
- BTEC Level 1 Introductory in Sport.

### Level 2

- NCFE Level 2 Diploma in Skills for Business
- NCFE Level 2 Certificate in Developing Enterprise Skills.

### Level 3

- NCFE Level 3 Diploma in Sport and Physical Activity
- NCFE Level 3 Extended Diploma in Sport and Physical Activity.

## DIPLOMA IN VOCATIONAL STUDIES

**BTEC | LEVEL 1**

This course gives you the opportunity to explore the world of work in sectors such as business, retail, social care, customer service and public services.

### Location

- Crewe
- Macclesfield
- Middlesbrough
- Manchester
- Wigan
- Leigh
- Winsford.

### Qualifications

BTEC Level 1 Diploma in Vocational Studies.

### Units

1. Business Culture
2. Enterprise Skills
3. Customer Service
4. Running a Project.

### Entry requirements

There are no entry requirements, but you should be working at minimum Entry Level 3 in Maths and English.

### Duration

1 year.

### Start Date

4 September 2023.

### Pathways

- Level 2 Skills for Business
- Level 2 Enterprise Skills.

### What does the programme of study include?

Work experience tutorials, digital skills, maths, and English.





# INTRODUCTORY IN SPORT

**BTEC | LEVEL 1**

This qualification is a one-year programme providing an introduction to fitness and health, coaching, and contributing to running a sport event. You will also develop core skills that will help prepare for further learning and finding a career within the sport and fitness industry.

## Location

- Knowsley
- Merseyside
- Liverpool
- Manchester.

## Qualifications

BTEC Level 1 Introductory in sport.

## Units

1. Coaching Skills in Sport
2. Working with Others
3. Playing Sport
4. Developing a Personal Progression Plan
5. Keeping Active and Healthy.

## Duration

1 year.

## Start Date

4 September 2023.

## Pathways

- Level 2 Sport and Coaching qualifications
- Level 2 Skills for Business.

## What does the programme of study include?

Work experience, tutorial, digital skills, maths and English.



# SKILLS FOR BUSINESS

**NCFE | LEVEL 2**

This is a practical course where you will explore key roles within business and develop the skills to be successful.

## Location

- Crewe
- Macclesfield
- Knowsley
- Winsford.

## Qualifications

NCFE Level 2 Diploma in Skills for Business.

## Units

1. Customer Service
2. Social Care
3. Business
4. Public Services
5. Hospitality.

## Entry requirements

You should have achieved Grade 1-4 GCSE maths and English or Level 1-2 in Functional maths and English.

## Duration

1 year.

## Start date

4 September 2023.

## Pathways

- NCFE Level 3 Skills for Business
- Supported Internship.

## What does the programme of study include?

Work experience, tutorial, digital skills, maths and English.



# DEVELOPING ENTERPRISE SKILLS

NCFE | LEVEL 2

This is short course focused on developing the skills to plan and then deliver a successful enterprise project. You will work as part of a team in our centre while also gaining work experience.

## Location

- Crewe
- Middlewich
- Macclesfield
- Winsford.

## Qualifications

NCFE Level 2 Certificate in Developing Enterprise Skills.

## Units

1. Enterprise skills
2. Working as a team
3. Functional Skills in maths and English (as required)
4. Digital Skills
5. Carrying out a project
6. Evaluating a project
7. A relevant work placement
8. Tutorial and pastoral support.

## Entry requirements

You should have achieved Grade 1-4 GCSE maths and English, or Level 1-2 in Functional maths and English.

## Duration

6 months to 1 year.

## Start Date

15 January 2024.

## Pathways

- NCFE Level 2 skill for Business
- Supported Internship.

## Progression options

You could progress onto the full course above, an apprenticeship, or find employment in roles such as retail, sales, customer service or marketing.



# DIPLOMA IN SPORT AND PHYSICAL ACTIVITY

NCFE | LEVEL 3

The NCFE Level 3 Diploma (720) in Sport and Physical Activity is designed as part of a 2-year programme, usually in combination with other qualifications to support your aspirations. This qualification will also support learners who want to progress into higher education, ultimately leading you into employment.

## Location

- Knowsley
- Merseyside
- Liverpool
- Manchester.

## Qualifications

NCFE Level 3 Diploma in Sport and Physical Activity (720).

## Units

1. Sports Coaching
2. Preparing for a Career in Sport and Physical Activity
3. Exercise
4. Health and Lifestyle.

## Entry requirements

You should have achieved Grade 4-9 GCSE maths and English or Level 1-2 in Functional maths and English.

## Duration

2 years.

## Start date

4 September 2023.

## Pathways

- Foundation degree
- Employment
- Higher apprenticeships.

## What does the programme of study include?

Work experience, tutorial, digital skills, enrichment, maths and English.





# EXTENDED DIPLOMA IN SPORT AND PHYSICAL ACTIVITY

**NCFE | LEVEL 3**

The NCFE Level 3 Extended Diploma in Sport and Physical Activity is designed as a full, 2-year programme for learners who wish to develop their skills and knowledge of the sector. This qualification will support you if you are interested in progressing to higher education.

## Location

- Knowsley
- Merseyside
- Liverpool
- Manchester.

## Qualifications

NCFE Level 3 Extended Diploma in Sport and Physical Activity.

## Units

1. Principles of Anatomy and Physiology
2. Preparing for a Career in Sport and Physical Activity
3. Exercise, Health and Lifestyle.

## Entry requirements

You should have achieved Grade 1-4 GCSE maths and English or Level 1-2 in Functional maths and English.

## Duration

2 years.

## Start date

4 September 2023.

## Pathways

- University
- Higher apprenticeships
- Employment.

## What does the programme of study include?

Work Experience, tutorial, digital skills, maths and English.





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## ENGLISH AND MATHS

If you are yet to pass a qualification in English and / or maths prior to starting your programme with us, you will be required to study one or both alongside your vocational qualification.

We know that English and maths can be challenging, so we have a specialist team here to support you in overcoming that challenge. The English and maths qualifications that you will acquire upon completion with us will either be GCSE or Functional Skills.

The benefits to study and achieving English and maths are:

- Further study opportunities, such as apprenticeships at Level 2 and above, the next level of vocational study and eventually University
- Employment opportunities; most employers require applicants to have a good foundation of English and maths skills. A lack of English and maths qualifications can often be a barrier to employment.

### Awarding Bodies

1. Functional skills – City and Guilds
2. GCSE – AQA and Pearson Edexcel.

### Support for students with additional needs and EHC plans

We offer a comprehensive package of support for students with additional learning needs and EHC Plans. This can include providing a Learning Support Assistant, personalised timetables, smaller group sizes, and one-to-one tutorials for extra tuition.

We promote a nurturing and supportive learning environment and aim to develop the personal growth and wellbeing of our students through additional bespoke accredited and non-accredited training.



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## WORK EXPERIENCE AND CAREERS

There is nothing like hands-on experience. It helps you to apply the knowledge and skills that you have learned to a real-world situation, bringing your learning to life.

That is why, as part of your study programme, you will take part in a minimum of 37 hours of work experience.

You will also get the opportunity to experience a range of careers through your virtual and physical work experience.

This will help you chart the pathway to your dream job, as well as giving you valuable transferable skills in a number of roles.





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## CAREERS INFORMATION ADVICE AND GUIDANCE

Throughout your time with Total People, you will receive **Careers information advice and guidance** from our specialist team who will support you along your learning journey.

### Induction

The first week will be made up of an engaging and information-filled induction, that will provide you with detailed information about each element of the programme, including safeguarding, prevent, British values and a range of other essential topics to start your learning journey.

### Progress Reviews

Every six weeks, your vocational tutor will conduct a one-to-one session to discuss your progress on the programme. You will work with your tutor to set realistic but challenging targets that will set you up for success, not only in achieving your qualification, but in developing your personal skills.

### Pathways

Within induction, at each review and as part of the tutorial package that you will complete as part of your programme, we will support you in finding and completing your chosen pathway, whether this is to continue in education or gain employment at the end of your time with us.

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## EXPECTATIONS AND BEHAVIOURS

Total People has high expectations for you as a learner for attendance and punctuality as they are both integral and fundamental to your learning journey. As our focus is to support transitions into positive destinations, as much as possible, we want to replicate the expectations and standards expected of you in the world of work.

During induction week, you will sign an agreement in line with the expectations of attendance and behaviour during your time on programme as detailed below:

- Take full responsibility and ownership for your individual learning and attendance
- Attend **ALL** scheduled sessions and additional compulsory activities associated with your programme
- Report absence to your learning coach by 8:30am, or as soon as reasonably possible, via phone call, email or Microsoft Teams
- Make medical appointments outside of timetabled hours where possible
- Not book holidays in term time
- Provide medical evidence for absences of three consecutive days or more
- Co-operate with Total People in respect of equality of opportunity, ensuring that behaviour is not discriminatory or bring pressure on others to discriminate
- Must abide by the student code of conduct and understand there will be consequences if this is breached
- Co-operate with Total People in respect of Health & Safety, and take reasonable care in all activities to safeguard the health & safety of yourself and others.



## FINANCIAL SUPPORT

The 16-19 Bursary Fund provides financial support to help learners to overcome specific barriers to participation and ensure that they can remain in education. Total People has received this funding to support learners to meet the cost of participation in our programmes.

As a learner enrolled onto a Total People programme, you are able to apply for a bursary if your household income is at or below the designated threshold. You may also be entitled to receive free school meals. These initiatives are in place to remove any barriers to education.

For more information, you can speak to your Tutor or visit our website.

You can visit our website and read our Bursary Fund Policy to understand eligibility and awards criteria, as well as how to apply for a bursary.

**Find our Bursary Fund Policy:**

**[www.totalpeople.co.uk  
/bursary-policy-document](http://www.totalpeople.co.uk/bursary-policy-document)**

## CONTACT DETAILS

To register your interest or find out more about our programmes, please contact us at



03333 634 734



[studyprogrammeenquiries@totalpeople.co.uk](mailto:studyprogrammeenquiries@totalpeople.co.uk)



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# LEADERS IN LEARNING

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Total People is part of LTE group.

LTE group is committed to equality of opportunity, non-discriminatory practices and supporting individual students.

This information is also available in a range of formats, such as large print, on request.

