

Retail, Office & IT

OCNWM Award, Certificate & Diploma in Employability & Development Skills Entry & Level 1

Students on this course develop skills that will help them to find work in retail and office environments.

As part of the course the students run the college shop, selling snacks, our own branded sweatshirts & t-shirts and personal care products. Students visit wholesalers to purchase stock which they are in charge of storing and displaying in the shop. They also serve customers and need to keep the shop clean, tidy and safe. As part of the IT aspect of the course students learn how to set up and use standard PCs and their programmes. They also support college administration completing tasks such as photocopying and completing mail shots.

As part of the study programme, all learners undertake work placements. The Retail & IT group work at Pro Gas, helping with a range of office tasks. They also work at Tesco in Northwich to develop their retail skills including talking to customers and recycling waste from stock replenishment. Students are currently helping with the internet shopping side of the business.

All students, whatever vocational pathway they take will have individualised functional skill sessions (maths & English) and undertake qualifications whenever possible. They also have weekly life skills sessions to develop independence and enrichment, where they choose from a range of leisure clubs.

Employability

Students take part in vocational placements at;

- Pro Gas
- Tesco

They also run the college shops and take part in a range of group volunteer work with the Forestry Commission.

Functional Skills

- BKS Initial & Diagnostic assessment (Pre entry upwards)
- Pearson Edexcel Functional Skills Qualifications for learners at Entry 1 and above
- Exemption certificates applied for pre entry learners and those who have yet to progress to higher level with bespoke FS sessions implemented.

Wider Learning

- Life Skills
- Enrichment
- Residential holiday opportunities

