



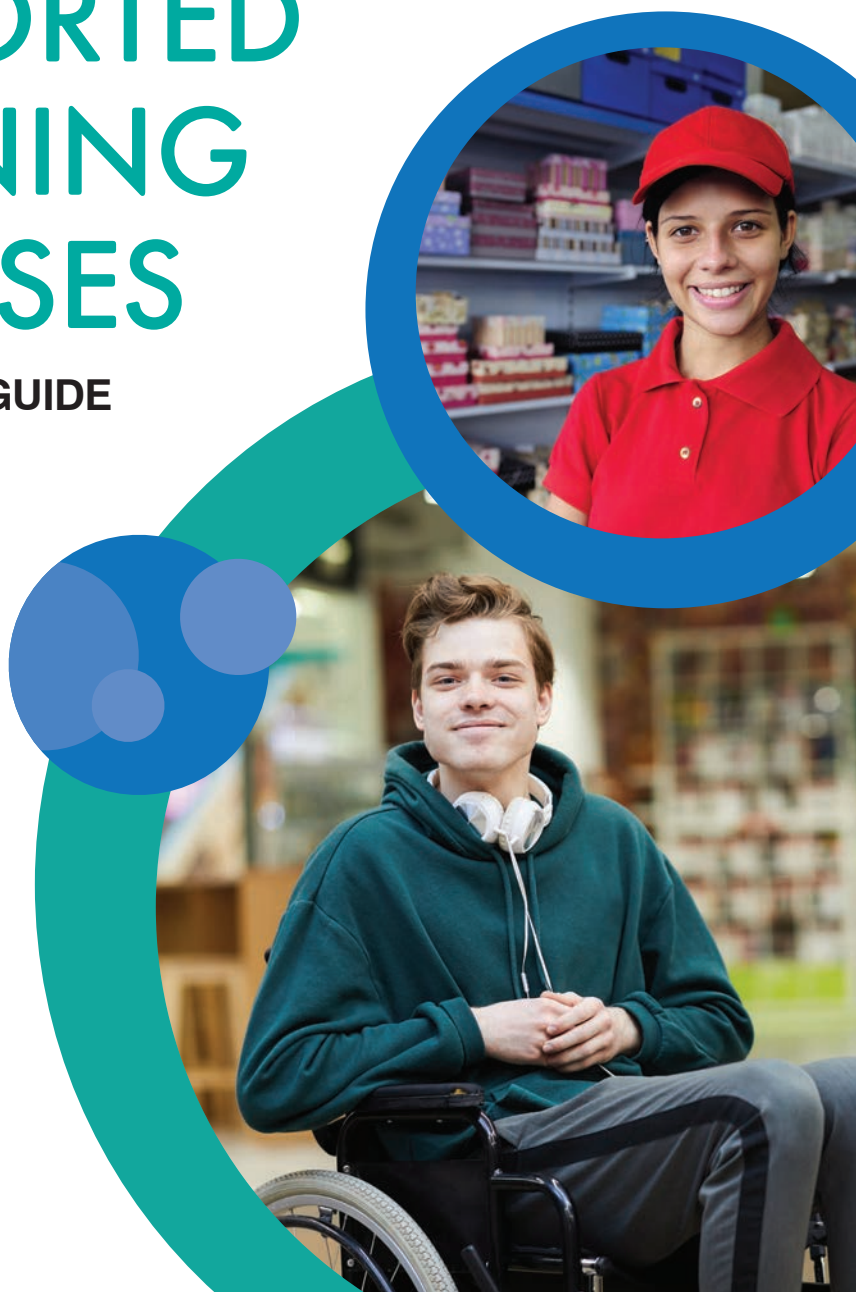
- » Banbury and Bicester College
- » Bracknell and Wokingham College
- » City of Oxford College
- » Guildford College
- » Merrist Wood College
- » Reading College

# SUPPORTED LEARNING COURSES

## INFORMATION GUIDE



BEACON AWARD  
WINNER 2018/19



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All information in this guide is correct at time of printing but may be subject to change. See [www.activatelearning.ac.uk](http://www.activatelearning.ac.uk) for more information.

# WELCOME

We're here to support you to become more independent in all aspects of your life. We help you prepare for moving on to independent living, employment or further education.

We are fully committed to widening participation and supporting learners with a wide range of learning difficulties and disabilities. Learners have access to individual support and specialist help where needed (one to one support, occupational therapists, speech and language therapists and physiotherapists) - depending on site location.

Our teachers are highly experienced and we work closely with you, your family/carers and the other professionals involved in your life to ensure you have the support and structure you need to be successful.

In 2018, Activate Learning were graded Outstanding by Ofsted for our supported learning provision, who said that



**Leaders and managers have high expectations of learners and respond swiftly to need. Managers support staff well to make sure that learners' transition into college is a very positive experience. Teachers support learners very well to develop their confidence and their social, personal and life skills through well-planned activities.**

We have continued investment into the development of our supported learning facilities across our college sites, including new ASC centre, newly refurbished sensory room and classrooms in Reading, new independent living flat in Oxford and new learning companies across all sites.



## Welcome

# WHY CHOOSE US?

## Our Staff

Highly-trained staff work closely with therapists and other professionals to ensure your programme is perfect for you. Training includes autism awareness, behaviour management, managing medicines, and moving and handling of people.

Teachers support learners to develop their confidence and their social, personal and life skills through well-planned activities.

Leaders and managers work in partnership with a range of local organisations and the local council to plan and manage highly effective personalised programmes. These meet local needs and prepare learners for progression into higher-level programmes, employment, or greater independence.

## Ofsted Outstanding

We have had two successive 'Outstanding' grades by Ofsted for our high-needs provision. We also won a Beacon Award in 2018-19 for the supporting students category.

## Focussed on you

Our smaller class sizes and high staff ratio means you get personalised support and attention.

Learners benefit from highly effective additional learning support on vocational courses and in supported programmes. Learners benefit from a strong focus on peer support and as a result they are more confident to speak out and are sensitive to the needs of others. Learners develop strategies to manage their own behaviour effectively.

## Support

You'll have dedicated support from our team while at college. We stay in touch with parents/carers and other professionals in your life throughout your time at college.

Almost all learners achieve their outcomes. Learners benefit from very good information, advice and guidance from an external provider alongside well-planned work-skills sessions by teachers. Reviews are highly effective.

## Work experience and employer links

We work closely with a variety of businesses. Our learners have the opportunity to access work experience placements, with or without support from staff. This may include volunteering and some of our in-house work awareness opportunities.

Almost all learners benefit from outstanding work experience placements, and the college has a very strong supported internship programme. Former interns have sustained their positions for several years, some progressing onto apprenticeships and others acting as role models, mentors and ambassadors to promote the project.

Practical enterprise projects develop learners' understanding of the world of work exceptionally well, and the quality of goods produced and sold by learners is very good. Learners develop confidence and improve their communication skills and mathematics skills. They work in teams, understand profit and loss, work to deadlines and experience customer service and sales. Staff support learners to look out into the wider world.

## Award-winning learning companies

You will have the opportunity to experience working in a real-life environment, with support from staff.

## Progression

You will have the opportunity to progress to the next level of study or a supported internship. There are lots of exciting future opportunities available.

Learners develop their confidence very well. They work on a range of projects with other departments of the college and external organisations. For example, they run the daily service in the local library. They plan and deliver high-quality exhibitions promoting their skills and achievements. In cross-college projects, learners have displayed their work with other departments and the high quality of work has surprised and challenged other learners' perception of the ability of learners with high needs.

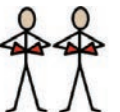
**Be part of college life**  
Adult college life is varied and exciting! With support you could be a Student Rep, join our Students' Union, and enjoy student discounts with a TOTUM student card.



Why



Choose



Us?

# OUR FACILITIES AND SPECIALIST SERVICES

Our SEND provision is at the heart of our colleges at Activate Learning. We believe that our learners can achieve anything with the right support, time and environment.

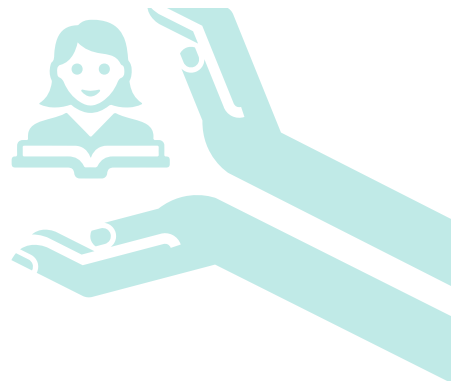
At each of our campuses, every student will be allocated an experienced personal tutor who will:

- » support attendance
- » set targets and goals
- » give careers advice
- » help with study skills
- » raise awareness of health issues
- » offer pastoral care

A full range of extra-curricular activities are organised each year that complement and extend our academic curriculum. The students have the opportunity to further develop their social skills, independence, self esteem, self-reliance and physical capabilities as well as having fun.



**“ Leaders and managers work in partnership with a range of local organisations and the local council to plan and manage highly-effective personalised programmes. These meet local needs and prepare learners for progression into higher-level programmes, work or for greater independence.”**



## Support

- » Access to general support in all lessons, with small group sizes.
- » Intensive support in core subjects such as numeracy, literacy and digital skills.
- » Increased support in the form of 1:1 both academically and/or during recreational time.

## EHCPs and annual reviews

The college will arrange your formal annual review once a year with your personal tutor, carers and professionals that are involved in all aspects of your life. The purpose of the review is to:

- » celebrate your achievements and progress
- » find what is working well for you and review what could be better
- » explore opportunities for next steps
- » discuss opportunities for alternative adult services within the community



## Hearing and visual support

We work with various hearing support providers to ensure that your needs are met.

- » Radio aids and services
- » Signers and notetakers
- » Orientation training
- » Brailers

## Personal care and medical

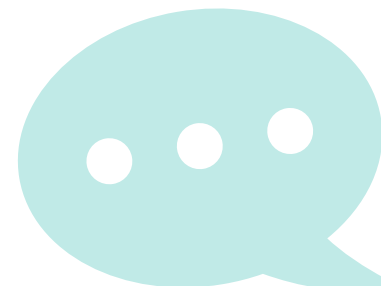
- » Personal care including staff trained in people moving and handling and using hoists.
- » Support to develop self-care skills
- » Support with administering own medication
- » Staff trained in administering emergency medication
- » Diabetes Support
- » Support with eating and drinking, including peg feeding and dysphagia trained staff



## Therapies

Teachers work closely with other professionals to meet the needs of learners. Therapy provision identified in EHCPs is integrated into the curriculum and delivered holistically. Therapy provision includes:

- » Speech and Language Therapy
- » Occupational Therapy
- » Physio Therapy
- » Educational Psychology





# LIFE AT COLLEGE



We run the College Cafe



We learn how to prepare our meals



We have breaks in the Food Zone



We use computers



We work with our teachers in the classroom



We visit the Library



Some of us get collected at the end of the day by taxis



# LINK PROGRAMME

## Who is it for?

The Link Programme is a transition course from school to college. The programme provides a positive introduction to our courses where students can get to know teaching staff and their surroundings before starting with us when they finish school. Learners get the chance to mix with other schools and build strong friendships that they will already have in place when moving on to college.

## How long does it last?

The programme starts in September but students can join us anytime. We work with local schools during the summer to identify which of their young people may want to join. The programme runs for 28 weeks and includes a variety of non accredited activities.

## What will I do?

Students have the opportunity to take part in a variety of practical sessions including metal work, motor vehicle, theatre, radio, art and design and photography. By the end of the programme students will be familiar with the campus and help facilitate a smooth transition onto other specialist courses within Supported Foundation.

## What else do I need to know?

This programme is arranged directly through schools and colleges.

## Who do I contact?

If you are interested in setting up a link with your local Activate Learning College SEND provider or you are a parent needing more information please contact:

ReadingSEND@activatelearning.ac.uk

GuildfordSEND@activatelearning.ac.uk

BracknellSEND@activatelearning.ac.uk

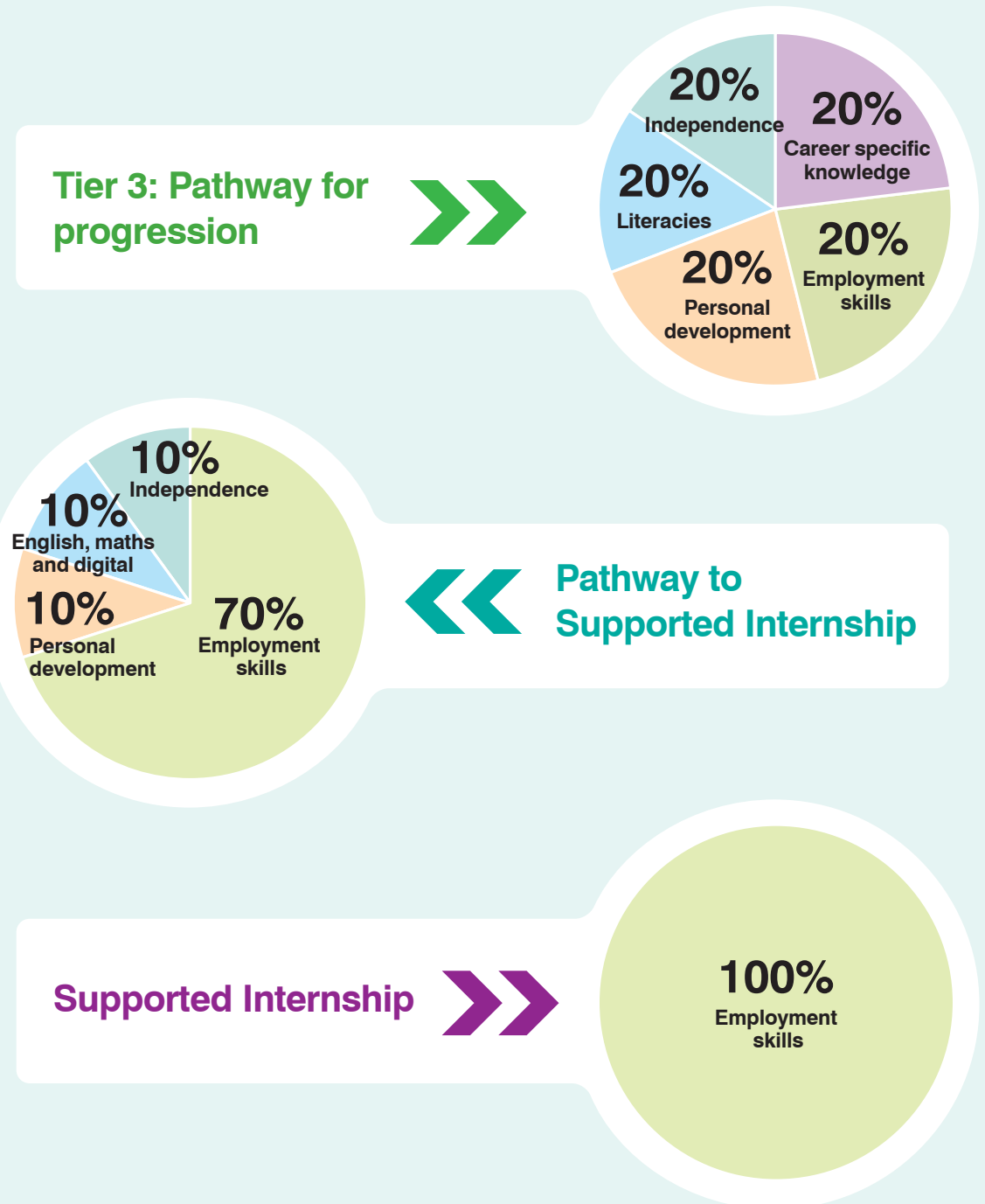
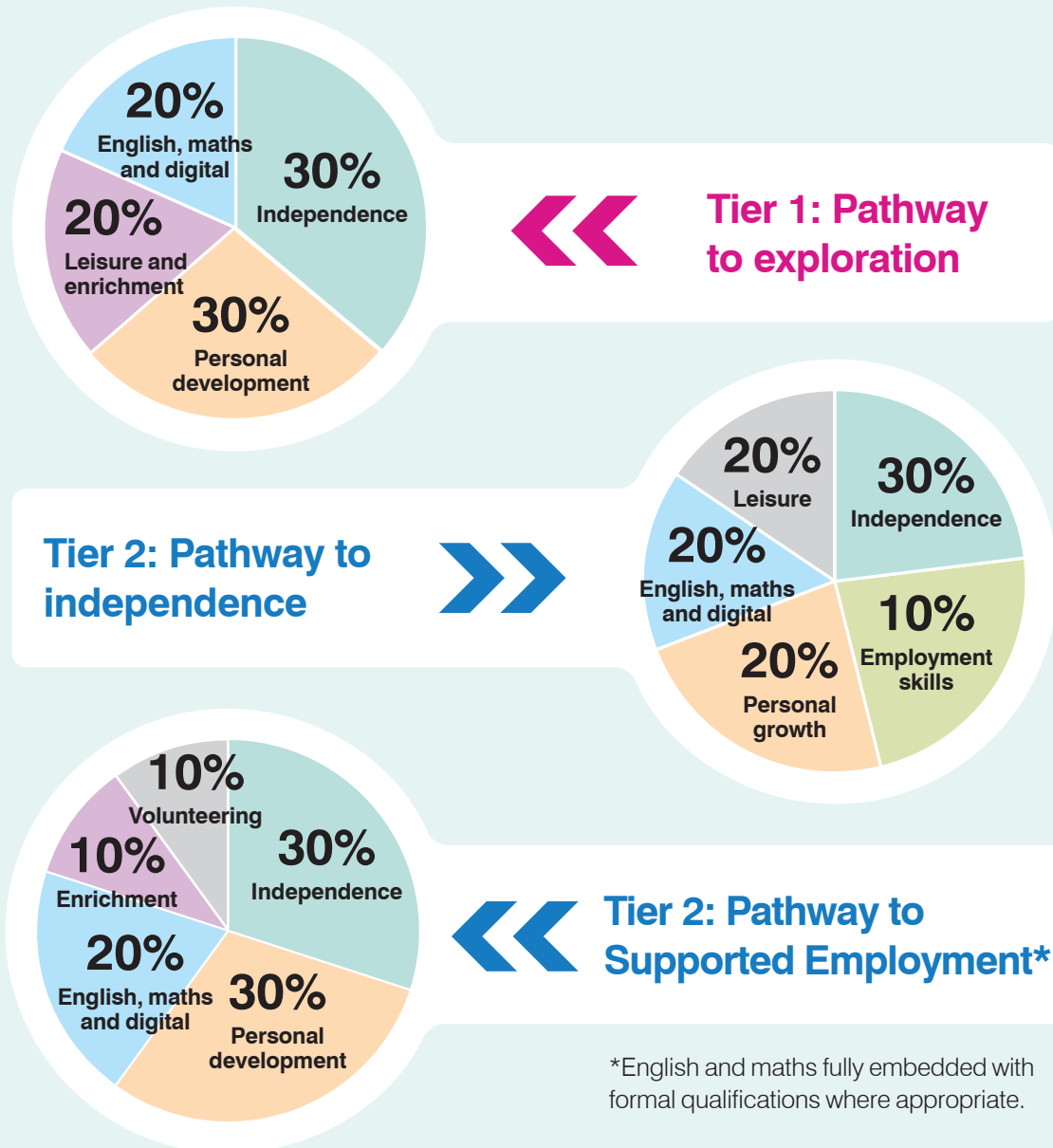
OxfordSEND@activatelearning.ac.uk

BanburySEND@activatelearning.ac.uk



# OUR STUDY PROGRAMMES

We offer a variety of study programmes, however, we know that every learner is different. We will design the right blend for your individual needs.



## TIER 1: PATHWAY TO EXPLORATION

**College locations:**  
Merrist Wood and  
Reading- based off-  
site in Wokingham.

### Programme introduction

This programme provides for the needs of individuals between the age range 16-24, with profound and complex learning difficulties including sensory impairment, physical disabilities and severe medical conditions. This programme will support all aspects of your needs including health, care, therapies, medications and educational development.

We create supportive and stretching learning environments in which learners are encouraged to take ownership of their learning and develop their confidence and independence so they can make progress towards their EHCP outcomes.

### How I'll learn

A sensory and developmental curriculum delivered in small steps with a personalised approach. The curriculum focuses on developing communication, engagement and experiences. Activities are whole class, group or individually based. Curriculum is truly personalised and based on a variety of assessments and a young person's EHCP outcomes. Environments will be adapted depending on sensory needs and mode of learning.

Teachers also work closely with therapists, where these are part of a young person's EHCP, and these are fully integrated within all aspects of the college day and sometimes even at home and the community.

### What I'll learn

Working towards a range of experiential activities applicable to the learner's needs:

- » Functional Skills – English, Maths, money, ICT
- » Social and Communication Skills
- » Lifeskills
- » Independence Skills
- » A variety of leisure and vocational subjects

### My progress and achievement

Some learners may undertake a formal qualification at Entry level. Most learners will have a programme based on their own individual starting points and needs which is tracked and monitored in a variety of ways including individual targets that are negotiated and set with learners, carers and therapists. We also use our baseline system to record distance travelled for our students in accordance with the Preparing for Adulthood Framework.

### My progression

Up to a three-year programme depending on your personal development and needs.

Some learners progress to other courses. Most learners successfully progress into positive adult services and community provision.

### How I find out more information and apply

ReadingSEND@activatelearning.ac.uk

GuildfordSEND@activatelearning.ac.uk
















MerristwoodSEND@activatelearning.ac.uk



### My transition to college

We would like to get to know you as soon as possible, sometimes even two years before you are due to leave school. We run transition programmes and taster days to assess your needs but also make transition as smooth as possible. Suitability for the programme will be assessed by the college SEND team and via local-authority consultation process.

### Example timetable

 <b>EXAMPLE TIMETABLE</b>	 Monday	 Tuesday	 Wednesday	 Friday
 <b>AM</b>	 Trampolining	 Cooking	 Sensory Time	 Well being
 <b>PM</b>	 Trampolining	 Music Man	 Sensory Time	 Community



## TIER 2: PATHWAY TO INDEPENDENCE AND SUPPORTED WORK



**College locations:**  
Banbury, Bracknell,  
Guildford, Oxford,  
Reading, Merrist Wood

### Programme introduction

This programme provides for the needs of individuals between the age range 16-24, with severe to moderate learning difficulties who want to continue to build on essential skills for living, employment and community.

We create supportive and stretching learning environments in which learners are encouraged to take ownership of their learning and develop their confidence and independence so they can make progress towards their EHCP outcomes and beyond.

### How I'll learn

An aspirational curriculum delivered in a study programme perfect for a learner's needs and personal goals. The curriculum focuses on developing communication, independent living skills, choices and decisions, employability skills and enrichment. Activities are whole class, group or individually based in the classroom and in the community. Curriculum is truly personalised, based on a variety of assessments and a young person's EHCP outcomes. The college will provide a supportive, stimulating and realistic environment for you to progress as an adult.

### What I'll learn

- » Working towards a range of activities applicable to your needs
- » Improving the learner's **independence**
- » Building **confidence** to live successfully and safely in the **community**.
- » Developing **employability**, **communication** and **social skills** through a range of interactive subjects.
- » Supporting learners to achieve a range of **practical** and **functional skills**.

### My progress and achievement

Some learners may undertake a formal qualification at Entry level. Most learners will have a programme based on their own individual starting points and needs which is tracked and monitored in a variety of ways including Recognising and Recording Progress and Achievement (RARPA) and using our baselines assessments to record the distance travelled. Individual targets are negotiated and set with learners, carers and therapists.

There are different pathways in this programme which will ensure it is tailored to your EHCP outcomes, aspirations and support needs.

**Pathway to work**

**Pathway to community**

### My progression

Up to a three-year programme depending on your personal development and needs.

Progression will be explored at your annual review. Learners move on to supported employment courses or Adult Social Care provision.



### My transition to college

We would like to get to know you as soon as possible, sometimes even two years before you are due to leave school. We run transition programmes and taster days to assess your needs, but also to make transition as smooth as possible. Suitability for the programme will be assessed by the college SEND team and via a local-authority consultation process.

### How I find out more information and apply

ReadingSEND@activatelearning.ac.uk

GuildfordSEND@activatelearning.ac.uk

BracknellSEND@activatelearning.ac.uk

OxfordSEND@activatelearning.ac.uk

BanburySEND@activatelearning.ac.uk

MerristwoodSEND@activatelearning.ac.uk

### Example timetable

 <b>EXAMPLE TIMETABLE</b>	 Monday	 Tuesday	 Thursday	 Friday
 AM	 Well being	 Literacy	 Options	 Independent Living
 PM	 Numeracy	 World of work	 World of work	 Options

## TIER 3: PATHWAY FOR PROGRESSION



**College locations:**  
Banbury, Bracknell,  
Guildford, Oxford,  
Reading

### Programme introduction

This programme serves as a stepping stone for you to progress on to further studies and prepare you for the world of work in a supported college environment. The programme is aimed at students aged 16-24 and will help you build confidence and further develop your social communication skills by providing opportunities for you to independently apply skills and knowledge learnt in a range of settings including external work experience.

### How I'll learn

You will learn in groups of 8-15 in a range of academic, wellness and vocational subjects. You will make the most of specialist, practical workshop spaces as well as small group English and maths classes. You will also practice applying your skills in external work experience placements or internal learning companies where you will build your CV and employability skills.

Curriculum is truly personalised, based on a variety of assessments and a young person's EHCP outcomes.

### What I'll learn

- » Working towards a range of activities applicable to your needs
- » Building confidence, self esteem and independence
- » Developing employability, communication and social skills
- » Supporting learners to achieve the next level of Functional Skills or GCSE grades.
- » Introduction to a range of vocational subjects such as Sport, Catering, Photography and Health and Social Care.
- » External work experience opportunities

### My progress and achievement

You will work towards an Entry or Level 1 qualification. You will also be developing your attributes from individual starting points which are tracked and monitored in a variety of ways including Recognising and Recording Progress and (RARPA). Individual targets are negotiated and set with learners, carers and therapists, where appropriate.

### My progression

Up to a three-year programme depending on your personal development and needs.

Progression will be explored at your annual review. Learners move on to supported employment courses, Level 1 and 2 programmes, apprenticeships or paid work.

### My transition to college

We would like to get to know you as soon as possible before you are due to leave school. We run transition programmes and taster days to assess your needs but also to make transition as smooth as possible. Suitability for the programme will be assessed by the college SEND team and via a local-authority consultation process.

### How I find out more information and apply

ReadingSEND@activatelearning.ac.uk

GuildfordSEND@activatelearning.ac.uk

BracknellSEND@activatelearning.ac.uk

OxfordSEND@activatelearning.ac.uk

BanburySEND@activatelearning.ac.uk



### Example timetable

WEDNESDAY	ENGLISH	WELLNESS	MATHS	VOC	VOC	COACHING TUTORIAL
	9.00-10.00	10.00-11.00	11.15-12.15	1.15-2.15	2.30-3.30	3.30-4.00
THURSDAY	ENGLISH	ONLINE DIGITAL	MATHS	WORK EXPERIENCE TUTORIAL	WELLNESS	COACHING TUTORIAL
	9.00-10.00	10.00-11.00	11.15-12.15	1.15-2.15	2.30-3.30	3.30-4.00
FRIDAY	ENGLISH	WELLNESS	MATHS	VOC	VOC	COACHING TUTORIAL
	9.00-10.00	10.00-11.00	11.15-12.15	1.15-2.15	2.30-3.30	3.30-4.00

On the days not included in this timetable, students will be on work experience.

## SPECIALIST ASC SERVICE



**College locations:**  
Reading, Oxford,  
Bracknell and Banbury

### Programme introduction

The ASC Service offers a bespoke transition programme into further education for those with Autism called Stepping into FE. The service can provide a full-time specialist study programme to meet individual needs delivered by the ASC team or a complete wrap around service to support young people in SEND courses or Level 1 - Level 4 academic programmes. The service includes specialist trained learning support assistants and fully embedded educational psychologist and speech and language consultation. A core team of specialist staff are trained to support anxiety, increase self-awareness, motivation, study skills, social skills, resilience and employability skills. This develops a culture of high aspirations and expectations for our young people with Autism both inside and outside of the college environment to enable excellent progression to further education, supported internships, or paid work.

### Curriculum

The programme can be built with the perfect combination of elements in preparing for adulthood including social, emotional, health, independence, employment, English, maths and academic studies.

Timetables are individualised and built around the young person's aspirations and their EHCP outcomes focusing on progression and transition to further education and employment.

The ASC provision will work with you to ensure the right combination of elements are offered to build your programme during the assessment process and oversee this until you no longer need the service.

### How I will learn

Your bespoke curriculum designed especially for you could be delivered in a variety of ways to meet your needs. This could be on a 1:1 basis, small working groups or infilling into vocational or academic classes. You will have a high level of support from your Learning Support Assistant, peer group and teachers. When working directly with the ASC service you may have a combination of learning online, practical real life activities, small group work and 1:1 study skill support in an ASC hub.



All programmes supported and designed by the ASC Service have specialist input from the Educational Psychologist, Occupational Therapist and Speech and Language Therapist, where appropriate, in addition to other specialists involved with the young person

### What I'll learn

As your programme will be centred around you, we will select the right level units and qualifications for you to work towards. This could be a range of both academic and personal development work. If you apply for a full vocational or academic course, you will find more information from the faculty that are delivering your qualification directly. We will support you to access this qualification and where appropriate additional work for you to work towards your personal targets of independence, social skills and/or employment.

If you are learning full-time in the ASC hub you may work on:

- » Self-regulation and problem solving.
- » Independence skills.
- » Social skill development.
- » Speech and Language development.
- » Accessing the local community.
- » Travel training.

### My progress and achievement

All learners supported by the ASC service have excellent progression to access further academic study or work related training programmes where you can continue on the next stage of your learning.

You will achieve a range of formal qualifications but also make positive steps towards achieving your personal goals and aspirations that will set you up for independence and adulthood.

### How I find out more information

Contact [ASCService@activatelearning.ac.uk](mailto:ASCService@activatelearning.ac.uk)





# PATHWAY TO SUPPORTED INTERNSHIP



**College locations:**  
Banbury, Bracknell,  
Guildford, Oxford,  
Reading

## Programme introduction

This award-winning programme is designed to prepare you for a Supported Internship and supported paid work if you have an EHCP.

## How I'll learn

You will spend four days a week in college working in a range of service settings such as retail, postal services, café's and administration. You will learn how to work independently in these settings with employer progress reviews, job coaching and specific qualifications that support these services, such as GDPR and manual-handling training.

## What I'll learn

- » Working towards a range of activities applicable to your needs
- » Building confidence, self esteem and independence
- » Achieving the next level of Functional Skills or GCSE grades
- » Introduction to a range of industry-relevant qualifications such as first aid, manual handling, GDPR, barista training and food hygiene.
- » The opportunity to complete external work-experience opportunities

## My progress and achievement

You will work towards a range of industry relevant qualifications and certificates. You will also be developing your attributes from individual starting points, which are tracked and monitored in a variety of ways including Recognising and Recording Progress and (RARPA). Individual targets are negotiated and set with you, carers and therapists, where appropriate.

## My progression

Up to a one-year programme depending on your personal development and needs.

Progression will be explored at an annual review. You will move on to a supported employment course.

## My transition to college

Usually you will already have been a college learner to progress on to this course, however we do take applications from outside the college.

We would like to get to know you as soon as possible before you are due to start. We run transition programmes and taster days to assess your needs, but also to make transition as smooth as possible. Suitability for the programme will be assessed by the college SEND team and via a local-authority consultation process.

## How I find out more information and apply

[ReadingSEND@activatelearning.ac.uk](mailto:ReadingSEND@activatelearning.ac.uk)

[GuildfordSEND@activatelearning.ac.uk](mailto:GuildfordSEND@activatelearning.ac.uk)

[BracknellSEND@activatelearning.ac.uk](mailto:BracknellSEND@activatelearning.ac.uk)

[OxfordSEND@activatelearning.ac.uk](mailto:OxfordSEND@activatelearning.ac.uk)

[BanburySEND@activatelearning.ac.uk](mailto:BanburySEND@activatelearning.ac.uk)



## SUPPORTED INTERNSHIP



**College locations:**  
Banbury, Bracknell,  
Oxford, Reading,  
Guildford

### Programme introduction

Supported Internships are year-long opportunities with rotations in one or several employers that aim to move you into to paid work. This programme will provide you with the essential employability skills and experience by getting hands-on with an employer. You'll be given the skills required to be successful in the job application process and build on your self-management and independence skills. You can expect to complete 3-4 days at work and then 1 day at college.

### How I'll learn

You will be visited in your workplace on a regular basis by staff to offer you support, job coaching or help resolving any issues that you might have. This programme is suitable for you if you want to work and have an EHCP.

### What I'll learn

- » Job application skills and etiquette
- » Travel training to work
- » Building a CV
- » Communication and independence
- » Industry relevant knowledge and skills
- » Resilience

### My progress and achievement

You will build on your employability skills both at work and within the classroom at college. You will also be developing your attributes from individual starting points, which are tracked and monitored in a variety of ways including Recognising and Recording Progress and (RARPA). Individual targets are negotiated and set with you, employers and therapists, where appropriate.



### My progression

Up to a one-year programme depending on your personal development and needs.

Progression will be explored at an annual review. You will move on to a supported-employment course or supported internship where you will be support by Ways Into Work Job Coaches.

### Our employer links and partners





# ADULT PROGRAMMES

## College locations:

Banbury, Bracknell,  
Oxford, Reading,  
Guildford

## Programme introduction

Our part-time adult programmes provide opportunities for people aged 23 and over to maintain skills and friendships after full-time education has finished. Adults come to college one or two days a week and work on both functional skills and leisure activities. The course is free if you are in receipt of disability benefits.

## How I'll learn

You will access a range of activities in groups of 8-10. You will have the opportunity to work in small groups, as an individual or in pairs in both classroom and practical-workshop settings. A learning support assistant will be provided to support you and the group however you can bring more support with you if you need it.

## What I'll learn

- » Functional skills English and maths optional
- » A range of leisure opportunities depending on the resources your local college can provide such as cookery, gardening, photography, art and drama

## My progress and achievement

You can work towards your functional skills, if appropriate, based on assessments. You will also be developing your attributes from individual starting points which is tracked and monitored in a variety of ways including Recognising and Recording Progress and (RARPA). Individual targets are negotiated and set with you, employers and therapists, where appropriate.

## My progression

You can attend this programme for as many years as you would like to, although this depends on the number of places available.

## My transition to college

Usually you will already have been a college learner to progress on to this course however we do take applications from outside the college. We would like to get to know you as soon as possible before you are due to start. We run transition programmes and taster days to assess your needs and also make the transition as smooth as possible.

## How I find out more information and apply

ReadingSEND@activatelearning.ac.uk

GuildfordSEND@activatelearning.ac.uk

BracknellSEND@activatelearning.ac.uk

OxfordSEND@activatelearning.ac.uk

BanburySEND@activatelearning.ac.uk





# TRAVELLING TO COLLEGE



## Drop off and pick up

For students who cannot travel independently, there is a drop off and pick up point. It is monitored by Supported Learning staff who will meet and greet you.

## Student train and bus bursaries

Students can apply for travel bursaries to help cover the cost of travel to and from college. We also have agreements with many local providers for cheaper fares.

## Student discount card

All students are eligible for a TOTUM student card. This offers exclusive deals on many student essentials including travel. Visit [totum.com](http://totum.com) for more information.

## Travelling by car or taxi

The colleges are easy to reach by road via several routes. If you require a taxi to bring you to/from college, you must arrange this directly with your local authority.



## BERKSHIRE



### READING COLLEGE

Kings Road  
Reading  
RG1 4HJ

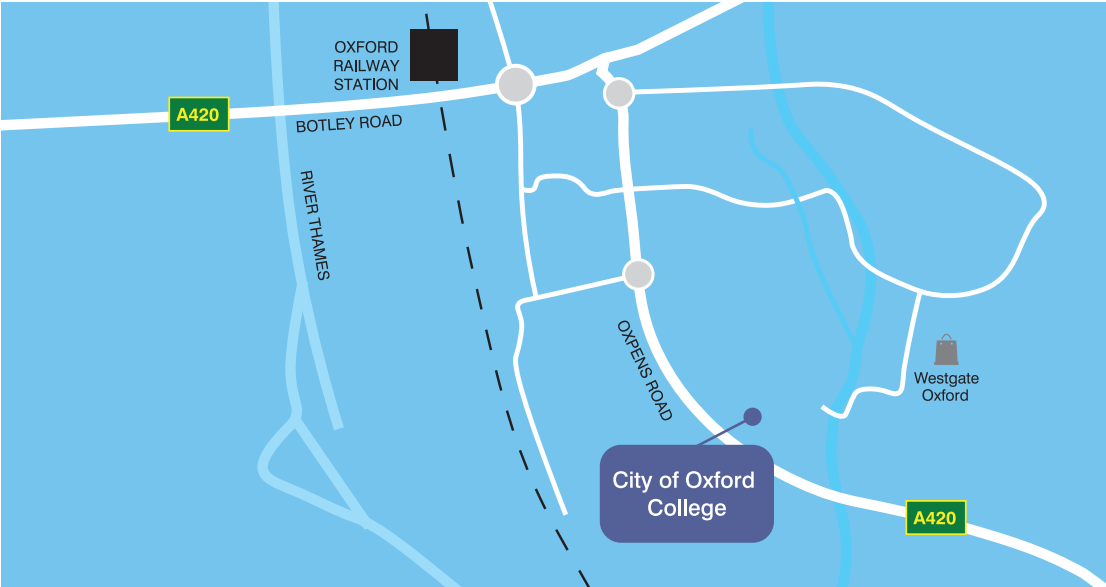
0800 612 6008

### BRACKNELL AND WOKINGHAM COLLEGE

Church Road  
Bracknell  
RG12 1DJ

0800 612 6008

OXFORDSHIRE



BANBURY AND BICESTER COLLEGE

Broughton Rd  
Banbury  
OX16 9QA

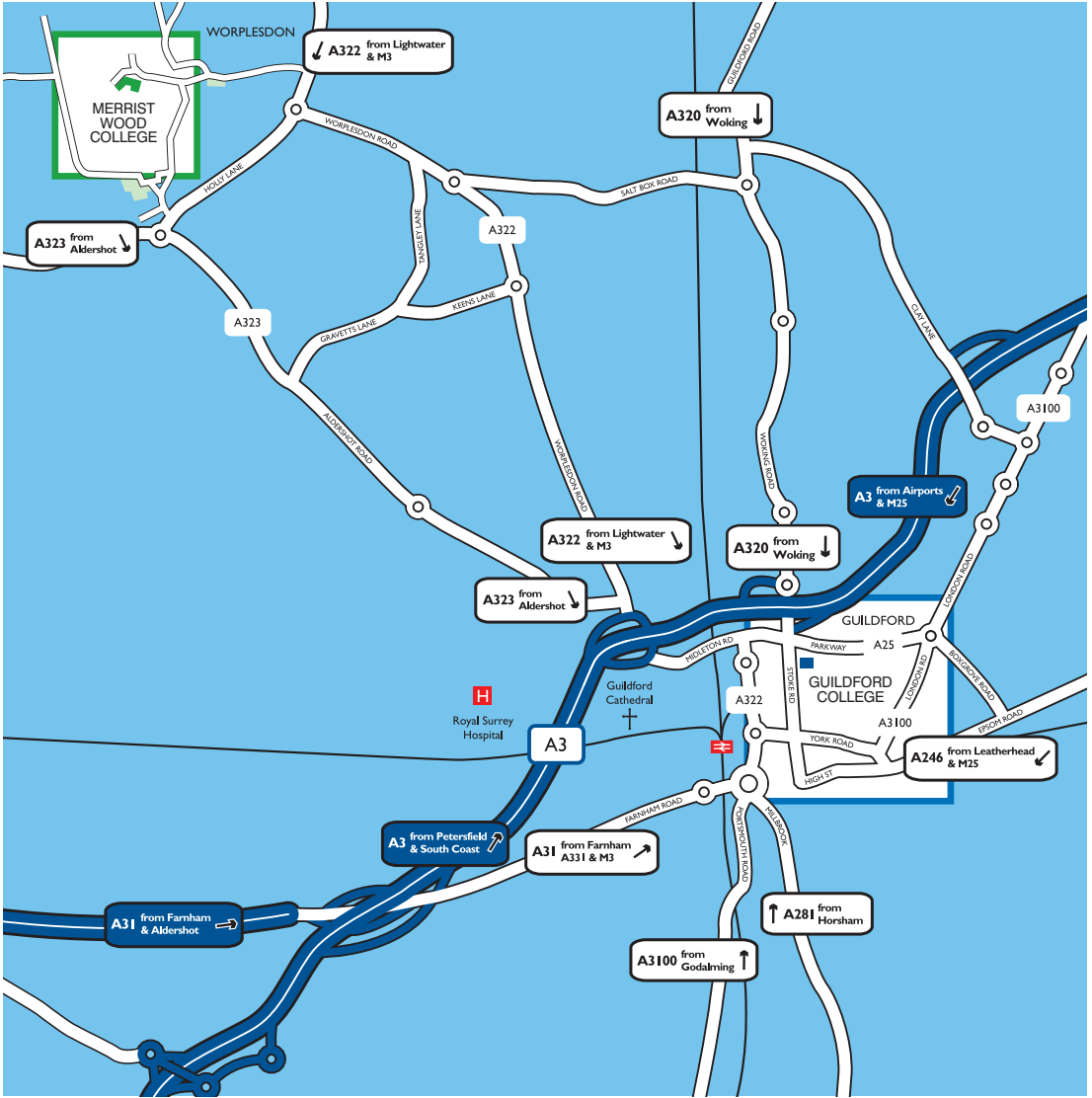
0800 612 6008

CITY OF OXFORD COLLEGE

Oxpens Road  
Oxford  
OX1 1SA

0800 612 6008

SURREY



MERRIST WOOD COLLEGE

Holly Lane  
Worpleston  
Guildford  
Surrey  
GU3 3PE

0800 612 6008

GUILDFORD COLLEGE

Stoke Road  
Guildford  
Surrey  
GU1 1EZ

0800 612 6008

# FINANCIAL SUPPORT



Worried you can't afford to go to college?  
We can help. There are bursaries and other support funds available to students.

## Programme fees

If you are aged 16–25 with an EHCP, you will not pay any tuition fees for our programmes.

If you would like to access free, adult programmes you may be eligible for a programme fee waiver if you are in receipt of a debility-related benefit eg, disability allowance.

## Student bursaries

Help is available for anyone who is finding it hard to meet the costs of coming to college (travel, course kit, trips etc.). The following bursaries are on offer for those who meet the eligibility criteria:

- » travel bursary
- » food credits
- » vulnerable bursary
- » study start-up costs, trips and work placement bursary
- » young carers bursary
- » college hardship fund
- » residential bursary

**For more information on bursaries, eligibility criteria and how to apply, please contact our Advice and Admissions team or look for 'Financial support' on our website.**

**ACTIVATE LEARNING**  
You can also apply online at: [www.activatelearning.ac.uk](http://www.activatelearning.ac.uk)

## BURSARY FORM

INFORMATION FOR CUSTOMERS  
If you would like any part of this document in another format such as large print, audio or Braille, please contact our Customer Services team on 0800 612 6008. Please note that we cannot guarantee that we will be able to provide the format you request, allowing you to adjust the size of the text and the font.

Office use - Student ID: \_\_\_\_\_

### Section 1: About yourself

Where are you going to learn? ☐ Barnburn ☐ City

Gender: ☐ Male ☐ Female

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

Town/City: \_\_\_\_\_

County/State: \_\_\_\_\_

Postcode/Zip code: \_\_\_\_\_

Age: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Mobile number: \_\_\_\_\_

### Emergency contact details

Relationship to applicant: \_\_\_\_\_

First name: \_\_\_\_\_

☐ Mr ☐ Mrs ☐ Miss ☐ Ms

Address: \_\_\_\_\_

Home phone number: \_\_\_\_\_

Email: \_\_\_\_\_

### Section 2: Your programme choice

Do you require advice and guidance to help you choose your programme? ☐ Yes ☐ No

If so, we will get in touch to arrange a careers appointment.

Programme title: \_\_\_\_\_

If you are applying for A-levels, please list your preferred subjects: \_\_\_\_\_

In which year would you like to start your programme? ☐ Year 10 ☐ Year 11 ☐ Year 12

If you are applying for an apprenticeship, please provide the following details:

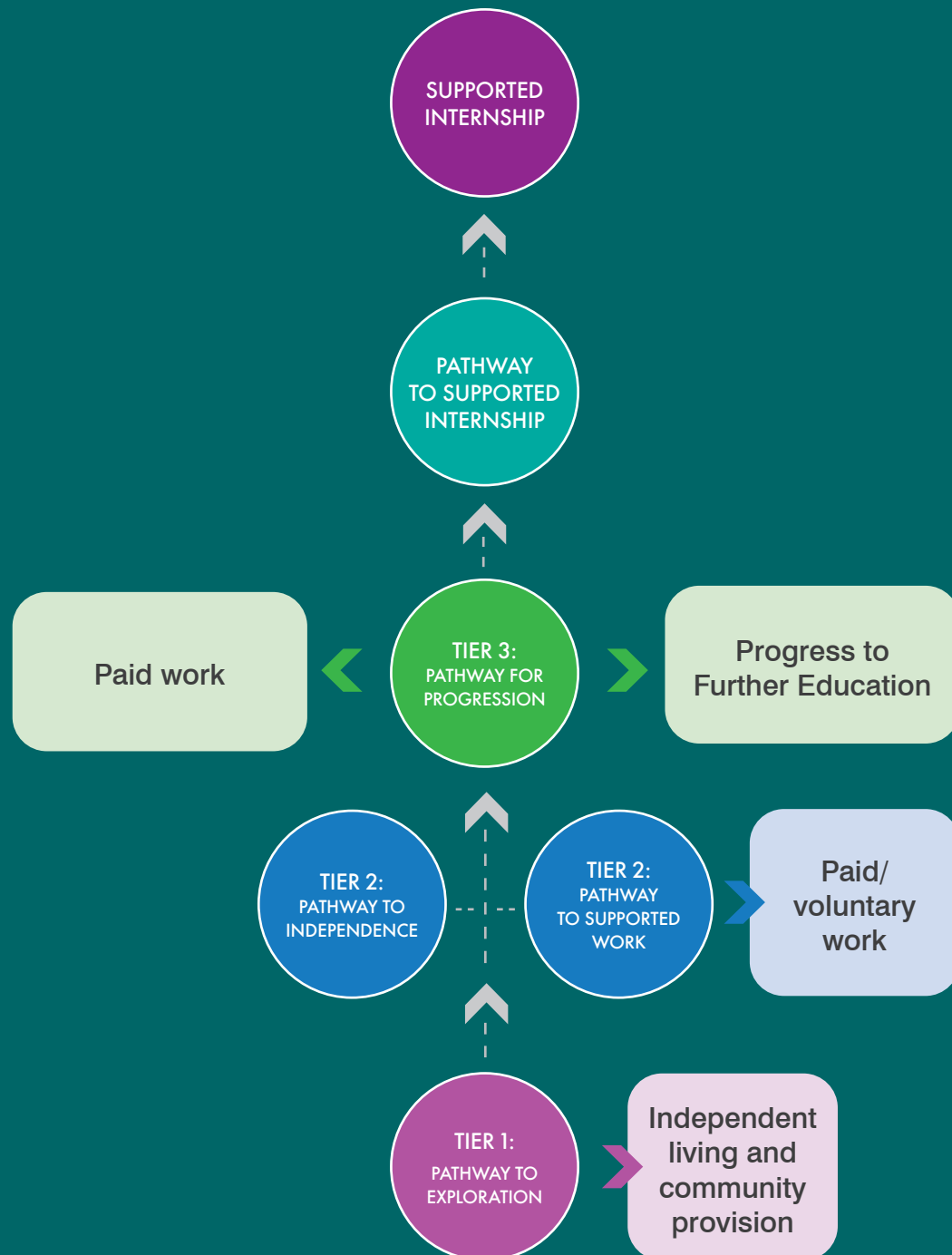
☐ I already have a job. Name of employer: \_\_\_\_\_

☐ I have a job lined up. Name of employer: \_\_\_\_\_

☐ I need help finding a job.



# PROGRESSION ROUTES



“

I am more confident to work on my own but I know there is always someone there to help me.

”

“

I have a great social life at college and have made lots of friends.

”



# APPLICATION PROCESS



## CHOOSE YOUR COURSE

There are lots of options available at college. Speak to your parents/ carers and other professionals involved in helping you make decisions, to choose which programme would be most suitable for you.



## COME TO AN OPEN EVENT

Open Events are a great opportunity to find out more about the college and its teachers.

Find all Open Event dates and register your place on our website, at [www.activatelearning.ac.uk/events](http://www.activatelearning.ac.uk/events).

AND/OR



## ATTEND A SUPPORTED TASTER AND TOUR DAY

Taster and tour days are available for any learner who wants to explore our colleges in a more supported environment, in a quieter setting than an Open Event. You can book a taster and tour day by emailing us at:

- » Banbury and Bicester College: **BanburySEND@activatelearning.ac.uk**
- » Bracknell and Wokingham College: **BracknellSEND@activatelearning.ac.uk**
- » City of Oxford College: **OxfordSEND@activatelearning.ac.uk**
- » Guildford and Merrist Wood Colleges: **GuildfordSEND@activatelearning.ac.uk**
- » Reading College: **ReadingSEND@activatelearning.ac.uk**



## APPLY

There are two ways that you could apply to the College:

# 1.

Through your Pathways Team/Advisor at your local authority. They will send us a copy of your signed EHCP.

# 2.

Complete your application online by applying directly for your chosen course on our website or you can complete a hard copy and send directly to us.



## WHAT IS AN EHCP?

If you have previously had a statement of Educational Needs, you should have transferred over to an Education and Health Care Plan (EHCP). If you don't have an EHCP, please contact us directly at the email addresses on the previous page.



## ENROL

You will be invited to an early induction day in the summer, where you can get to know your tutor and the other students in your group. You can also enrol on your course ready to start in September.



Application



Process

# WHAT OUR STUDENTS AND PARENTS SAY

"More confidence, verbalising likes and dislikes more clearly, being more emphatic about what he wants."

**Parent of Nicholas**

"Max is able to express some ideas which previously he struggled with."

**Parent of Max**

"Simon is more confident which will certainly help with his learning from now on. Despite my son joining the college just two months ago, I am very happy with the way the communication has been done and with the growing confidence of my son."

Parent of Simon

"The LSCA's have been very good with Sam especially on his first day, which was hard for him."

**Parent of Sam**

"My daughter is significantly more engaged in the world around her and has developed skills to make her needs and wants known to appropriate adults. She has also gained in independence, particularly with technology. I am delighted with the respectful and intuitive teaching Molly has received from all staff and from OT in particular."

**Parent of Molly**

**"Lauryn is more confident and able to do more on her own. She has thoroughly enjoyed her work experience."**

Parent of Lauryn



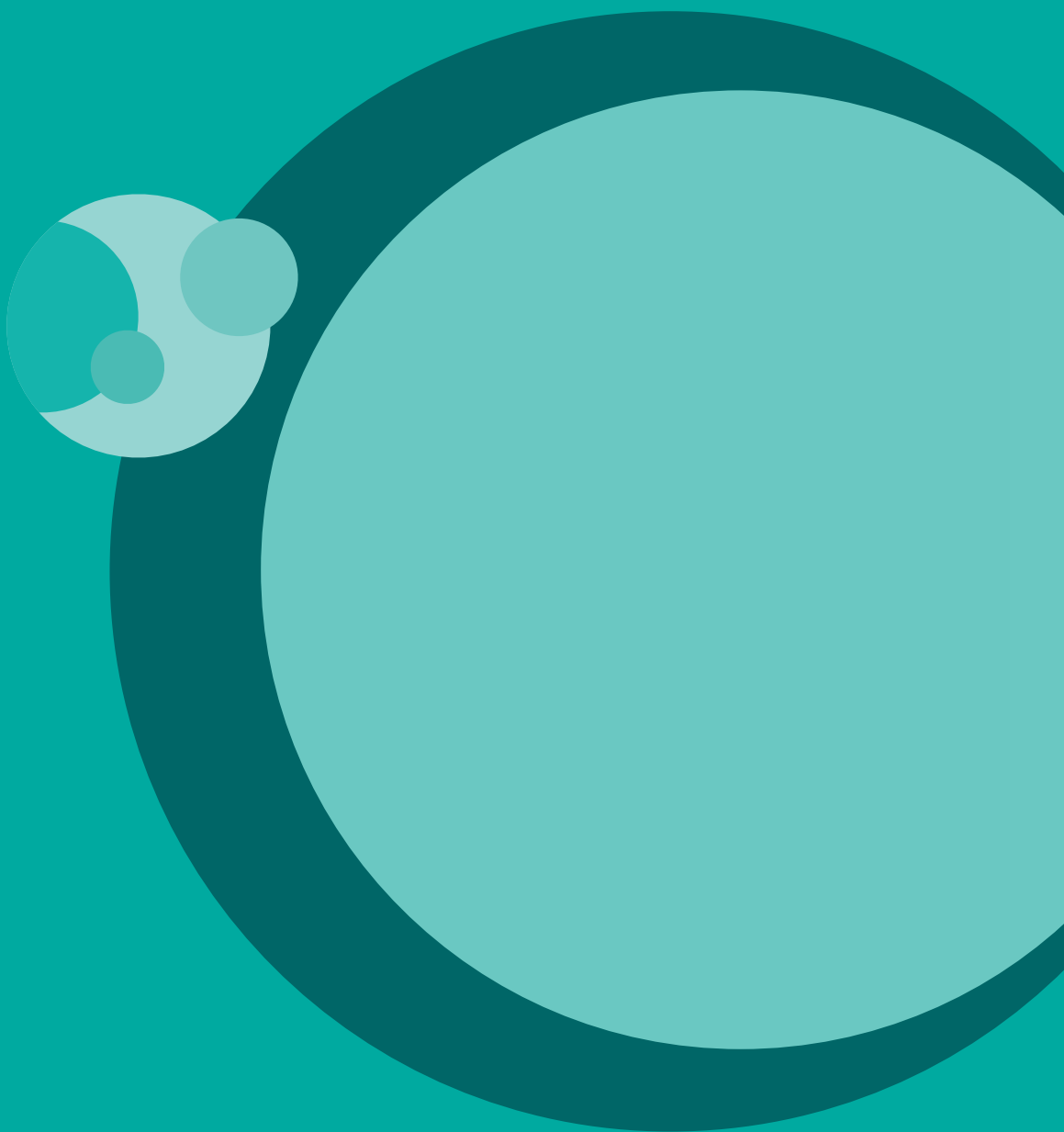


ACTIVATE  
LEARNING

0800 612 6008

[enquiries@activatelearning.ac.uk](mailto:enquiries@activatelearning.ac.uk)

[www.activatelearning.ac.uk](http://www.activatelearning.ac.uk)



This prospectus can be made available in other formats