

2010-2011

# Third Star

prospectus

qualifications - courses - programmes

# Introduction to Third Star

Third Star is a dynamic, enterprising and ethical social enterprise organisation focused on supporting communities and individuals. We provide training and enterprise development for the Community, Voluntary Sector and Public Services. We offer qualifications in the form of certificates, awards and NVQ's and deliver learning through government sponsored programmes such as Apprenticeships and the Future Jobs Fund.

Third Star is a not-for-profit social enterprise organisation committed to developing people, inspiring and motivating change in communities through practical, vocational and informal social education. Our profit is re-invested in order to continue to raise expectations in learning, support learners and reward staff.

Third Star was established in June 2009 and provides high quality learning and development programmes in Youth, Community, Guidance and Enterprise.

We currently have over 70 learners participating in a variety of programmes across the East Midlands. As our learners are dispersed across the region we use social networking site Facebook, to keep our learners in touch and involved with the learning culture at Third Star.

Third Stars qualifications and courses span Foundation to Advanced level (Adult Entry Level 2 to Level 3). We deliver programmes, courses and qualifications to individuals and groups in a variety of settings including, community venues, the workplace, in schools, at colleges, in business centres and formal corporate learning environments.

## Areas of Learning:

Youth Work

Community Development & Citizenship

Advice, Guidance and Support

Enterprise

Foundation Learning & Preparatory

Key/Functional Skills

## Our Values and Ethics are to;

- **Work Smarter**  
We use e-technologies, including mobile technology to make learning happen faster and more effectively.
  - **Care about the Environment**  
We use e-technologies to reduce paper. Public transport is our preferred method of transport.
  - **Support local communities and individuals to develop and achieve**  
Our learner's commitment to achieving their goals helps communities to achieve theirs.
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## Financial Information

We have given a price list for each of our qualifications. This price list reflects what is known as 'full cost recovery'( N.B Footer 1.) We are a social enterprise, which means our social and educational key performance indicators lead our business decisions, not profit. We believe strongly in the not-for-profit ethos of social enterprise.

Many of our programmes can be supported by government funding

We are able to support learners to apply for;

- EMA
- Adult Learning Grants
- Child Care Support (Care to Learn)

## Other Useful Information

**Our Approved City and Guilds Centre Number is 008155**

**Our Approved NOCN Satellite Centre Number is EA59781**

We are an accredited City and Guilds Centre, and a satellite centre for NOCN. Our list of qualifications (page 4 onwards) refers to CG (City and Guilds) ILM (City and Guilds) NCTP (City and Guilds) and NOCN as the awarding body.

**For Business** - We are happy to negotiate and trade services with organisations looking to purchase our products and services. We always look at scalability and sustainability when we value our products and services for commissioning. The more you commission, the better the reduction in price. We have funding partners who are happy to support employers with paying for staff qualifications. These are always connected to government targets and sometimes have strict eligibility, funding for qualifications changes regularly.

**For Learners** – Many of our programmes are funded via the government. Funding is always changing along with government priorities. We have specialised Support Workers who will help you with your work, your personal problems, and your work issues.

**For Parents** – All of our staff have CRB enhanced checks completed when they start, and then every year after that. Our programmes, delivery style and venues are all risk assessed to ensure that learners and staff are well protected and that the learners well being is at the heart of what we do.

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Unit No	Qualification Type/Activity Type	Accredited (v)	Level	Number of Sessions (10am -3.30pm) 5.5 Guided Learning hours
1	GC/NTCP Award in Skills for working Life (E2 + E3)	√	E2 E3	60 GLH – 11 Sessions
2	GC/NTCP Certificate in Skills for working life (E2 + E3)	√	E2 E3	220 GLH – 40 sessions
3	NOCN Certificate in Community Development level 1	√	L1	120 GLH - 21 sessions
4	NOCN Award in Community Development level 1	√	L1	90 GLH - 16 Sessions
5	CG Award in Personal Development and Contributing to the Community (E3 + L1)	√	E3 L1	68 GLH – 12 Sessions
6	CG Certificate in Personal Development and Contributing to the Community (E3 + L1)	√	E3 L1	107 GLH – 20 Sessions
7	OCR Entry Level Award for Young Enterprise (Entry 3)	√	E3	40 GLH – 8 Sessions
8	OCR Level 1 Award for Young Enterprise	√	L1	62 GLH – 12 Sessions
9	Key/Functional Skills (in Maths, English, IT)	√	L1	220 GLH – 40 sessions
10	CG Certificate in Youth Work	√	L2/3	180 GLH – 33 Sessions
11	CG Certificate in Community Development	√	L2/3	180 GLH – 33 Sessions
12	CG/ILM Certificate in preparing for (social) Enterprise	√	L2/3	40 GLH – 8 Sessions
13	CG/ILM Award in Exploring (social) Enterprise	√	L2/3	34 GLH - 7 Sessions
14	ILM Certificate in Starting Your Enterprise	√	L2/3	34 GLH - 7 Sessions
15	CG NVQ in Youth Work & Apprenticeships	√	L2/3	340 - 720 GLH Work Based
16	CG NVQ in Community Development & Apprenticeships	√	L2/3	340 – 720 GLH Work Based
17	CG NVQ in Advice and Guidance & Apprenticeships	√	L2/3	340 - 720 GLH Work Based
18	RED – 6 Week foundation learning programme in Youth and Community work		E3 – L2	33 - 66 GLH

**Are you eligible for an Adult Learning Grant, EMA or other funding? Ask us on 01159648207**

**SHORT COURSES  
FOUNDATION LEARNING MODULES  
& SUPPORT**

201 202 203 204 401 402 403 413 302 004	<p><b>Employment Rights and Responsibilities</b> (includes “what employers want”) and Preparing for Work;</p> <ul style="list-style-type: none"> <li>• Workplace safety and emergency procedures</li> <li>• Travelling Safely (public transport)</li> <li>• Identify hazards</li> <li>• Manner and conduct (professional and personal boundaries)</li> <li>• Working Safely (lone working and outreach work)</li> <li>• Manual Handling</li> <li>• Effective skills, qualities and attitudes for learning and work</li> </ul>	√	E3 – L1	15 sessions
19	Conducting Risk Assessments for Activities with young people/the community		E3 – L1	1
<b>20</b>	CRB (support in completing forms)/getting appropriate references		N/A	½ session
001 002 003 006 009	<p><b>Introduction to Youth and Community Work/RED</b></p> <p>Equality and diversity in a Youth Work Setting</p> <p>Building Relationships with young people</p> <p>Young People as Active Citizens</p> <p>Young people’s Identity</p> <p>Reflective Youth Work Practice</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Child protection</li> <li>• Data protection</li> <li>• Confidentiality</li> </ul>		E3 – L2	15 sessions
205 407	Helping others to work towards goals	√	E3 – L1	1
206 406	Helping people to deal with problems in everyday life	√	E3 – L1	1

207	Working as part of a group	✓	E3 –	2
	Refurbish or re-use discarded item (2)		L1	
311	Repair a puncture(2)			
	Hand model a shape in clay(2)			
	Contributing to a team			
208	Helping others to develop themselves	✓	E3 –	1
307	Supporting others		L1	
409	Managing Social Relationships	✓	E3 –	1
			L1	
210	Individuals rights and responsibilities	✓	E3 –	1
			L1	
212	Promoting Healthy Lifestyles to others	✓	E3 –	1
			L1	
214	Money Management	✓	E3 –	½ session
			L1	
499	Introduction to Selecting Information Using the Internet(1)	✓	E3 –	½ session
			L1	
505	Introduction to Using Desk Top Publishing Applications(1)	✓	E3 –	½ session
			L1	
502	Introduction to Using Email, Text Messaging and Social Networking in a professional setting(1)	✓	E3 –	½ session
			L1	
500	Introduction to Using ICT Systems(3)	✓	E3 –	½ session
			L1	
496	Introduction to Using Spreadsheet Software(1)	✓	E3 –	½ session
			L1	
497	Introduction to Using the Internet in the workplace (1)	✓	E3 –	½ session
			L1	
498	Introduction to Using Word Processing Software(1)	✓	E3 –	½ session
			L1	
503	Introduction to Digital photograph processing (1)	✓	E3 –	½ session
			L1	

	Introduction to E-Commerce	√	E3 – L1	½ session
ILM	Assessing own suitability for enterprise	√	E3 – L2/3	1 session
ILM	Business Viability and Skills	√	E3 – L2/3	1 session
ILM	Leadership roles and theories	√	E3 – L2/3	½ session
ILM	Solving problems and decision making	√	E3 – L2/3	½ session
ILM	Business Planning	√	E3 – L2/3	1 session
ILM	Financial Planning	√	E3 – L2/3	1 session
ILM	Customer Service	√	E3 – L2/3	½ session
ILM	Advertising, Marketing and Promotion	√	E3 – L2/3	½ session
ILM	Choosing the appropriate Legal Structure	√	E3 – L2/3	½ session
ILM	Standards and Quality Improvement Tools	√	E3 – L2/3	½ session
ILM	Monitoring Key Performance Indicators; Social Impact Environmental Impact Business Performance	√	E3 – L2/3	½ session
ILM	Sustaining your enterprise	√	E3 – L2/3	½ session
411	Community Action	√	E3 – L2/3	½ session
001	Community development Work Skills	√	E3 –	½ session

			L2/3	
004	Understanding Community Development	✓	E3 – L2/3	½ session
006	Reflective community Practice	✓	E3 – L2/3	½ session
007	Community consultation	✓	E3 – L2/3	½ session
011	Community Group work skills	✓	E3 – L2/3	½ session
012	Policy and decision making in Communities	✓	E3 – L2/3	½ session
013	Understanding Meetings	✓	E3 – L2/3	½ session
301	Planning for progression	✓	E3 – L2/3	½ session
310	Community project	✓	E3 – L2/3	Work Based
303	Career planning and making applications	✓	E3 – L2/3	1 session
309 409	Work Based Community/Youth Work Experience	✓	E3 – L2/3	Work Based
404	Prepare for an Interview	✓	E3 – L2/3	½ session

