

ATTFE College

# Programme of Study Course Guide

2026 – 2027



*"Striving to empower our learners to become capable, competent, and confident individuals, ready to thrive in their communities."*



[www.attfe.org.uk](http://www.attfe.org.uk)



[college.info@attrust.org.uk](mailto:college.info@attrust.org.uk)



01623 441310

# Table of Contents

Table of Contents	1
Welcome from our Principal	2
Our Facilities	3
Learner Support	4
Bursary Information	6
Reasons to Study with Us	7
Construction & Building Services	8
Motor Vehicle	9
Hair & Beauty	10
Supporting Teaching & Learning	11
Uniformed Public Services	12
Working with Early Years	13
Employability	14
Vision, Mission and Values	15
Ethos	16
Quality Assurance	17
How to Apply	18

Social Media is the first place we share key information, such as college closures, cancelled sessions, important reminders, events and more.

Make sure you follow us on our Social Media channels to stay up to date with ATTFE College news!



**Academy Transformation Trust Further Education**



**@attfe\_college**



**ATTFE College**



**ATTFE College**





# Welcome from our Principal



Academy Transformation Trust Further Education (ATTFE) College has a personalised approach towards learning, ensuring that everyone is fully able to achieve their learning goals.

We offer a wide range of courses for 16 to 19 year-olds through our Programme of Study for Post-16 Education.

In our course guide, you will find details of the courses that we offer, starting in September 2026.

All Programme of Study learners will engage in main aim learning, English, maths, work experience and enrichment. We are very proud of our high quality courses and excellent learning facilities.

Our students have high pass rates and most go on to further vocational learning, good quality apprenticeships, or employment.

We look forward to welcoming you!

**Liz Barrett OBE DL**

**Principal**

For more information regarding our Programme of Study (PoS) Provision, please visit our ATTFE College website at [www.attfe.org.uk](http://www.attfe.org.uk), or by scanning the QR Code below to visit our PoS Provision webpage:



**Disclaimer:** Academy Transformation Trust Further Education reserve the right to modify any of the courses, fees or details of the courses in the guide. Whilst it is hoped that all courses listed will run, there is no guarantee that this will be the case and courses with insufficient numbers may be discontinued at any time if regular attendance falls too low. Please note that the ESFA review and change funding linked to courses each academic year which, in turn, shapes our provision offer.

# Our Facilities



## **Sutton Community Academy**

High Pavement, Sutton in Ashfield, NG17 1EE

Sutton Community Academy is right in the centre of Sutton-in-Ashfield and is easily accessible by foot or bus.

## **Open Learning Centre**

Whinney Lane, New Ollerton, NG22 9TD

The Open Learning Centre, nestled within the Dukeries Academy campus, offers a dynamic range of learning spaces tailored to support various programmes, including Hair & Beauty, Construction and Bricklaying.



## **ATTFE Vehicle Technology College**

Beacon Court, New Ollerton, Newark, NG22 9QL

The Motor Vehicle facility and workshop is located at the Beacon Court industrial estate, Unit 16, in Ollerton.

ATTFE College also have multiple **community learning venues** that are located across Sutton-in-Ashfield town centre.



## **FREE Minibus Service**

We have specialist facilities for our Construction and Hair & Beauty provision at our Dukeries campus, and our New Ollerton campus is a working mechanics garage.

To support you in accessing the course that is of interest to you, we offer a free minibus service!

The minibus operates daily between the three campuses, meaning you can study the course you are most interested in, no matter where you live!



# Learner Support

Whilst you are studying with ATTFE College, there is lots of support available to help you in any way you need.

In order to help you reach your full potential whilst studying with us, we offer bespoke support to assist you every step of the way. Small class sizes allow us to offer a more personalised learning programme meeting the individual needs of our learners.

## Careers Education, Information, Advice and Guidance

At ATTFE College, we're committed to delivering high-quality Careers Education, Information, Advice and Guidance (CEIAG).

Learners are offered regular one-to-one careers meetings throughout the year to provide tailored support and track progress. We aim to hold the first meeting early in the academic year and build in flexibility to ensure sessions are timely and accessible.

During your careers interview, we'll discuss your current course, future plans, work experience, and explore options that match your interests.

## Personal Development & Enrichment

Whilst you are studying with us, you will take part in a wide range of activities and sessions that are in addition to your Curriculum area.

Personal, Social, Health and Economic (PSHE) education sessions are important and will cover key topics such as Safeguarding, substance abuse and healthy relationships. These will help to develop you as a person and build confidence and self-esteem as well as enable you to make informed career choices.



# Learner Support

## Free Breakfast

Here at ATTFE College, we believe that it is important that every learner enjoys a healthy breakfast before the start of a day of learning. As such, ATTFE College provides a **FREE** breakfast for all Programme of Study learners to help provide fuel for learning!

## Wellbeing Resources

Wellbeing is important to us and we are committed to supporting the wellbeing of all of our learners and staff. There will be the chance to participate in a wide range of activities and events designed to improve and promote positive wellbeing.

We have our own team of **Wellbeing Ambassadors** and **Mental Health First Aiders** who are all passionate about promoting and raising awareness of Mental Health as well as being available to support you if you have any concerns or worries. We also have a therapy dog and counselling service if you require any further support.



A friendly reminder that ATTFE College has a range of wellbeing resources available on our **Wellbeing webpage** and **YouTube channel**! Whether you're interested in Tai Chi, Qi Gong, Yoga, or beginner's exercises, we've got you covered. Don't hesitate to share these resources with your loved ones!

## Learner Governor

Did you know that ATTFE College has a Learner Governor who represents you at the highest level of decision-making within the college?

The Learner Governor plays an important role in making sure learners' voices are heard and taken seriously. They attend key meetings with senior leaders and trustees, helping shape the direction of the college by sharing learner feedback, ideas, and concerns. It's all about making your learning experience the best it can be!



## Safeguarding & Prevent

ATTFE College ensures learners are fully aware of Safeguarding and the PREVENT strategy. This is done through class induction, timetabled into the curriculum, taught in sessions, visible on wall displays, in Learner Newsletters and on our social media platforms and website.

ATTFE College has a Designated Safeguarding Lead, Deputy Designated Safeguarding Lead, and Safeguarding Officers. You will be given their details when you start your course in September 2025, as well as being informed as to who other Safeguarding Officers are. You will also be issued with your ATTFE College email address which will allow you access to our 'I Want To Talk' button.

## Bursary Information

It is the policy of ATTFE College to optimise the use of 16-19 Bursary funding to provide support to those young people facing the greatest financial barriers to continuing in education. ATTFE College is committed to ensuring the fund is used to support financially disadvantaged young people to achieve their learning aims.

16-19 Discretionary Bursaries are targeted at learners most in need of financial help for items like transport, meals, books, equipment and curriculum related activities.

Every learner will be able to apply for 16-19 Bursary when completing their enrolment form (this includes providing evidence where relevant). This will then be reviewed by the appropriate staff and learners will be notified of the outcome within two weeks of receipt of the application.

For learners who live more than 3 miles from their place of study or placement, public transport (e.g. bus tickets), travel costs per day of attendance will be reimbursed upon production of valid receipts.

If you require any further information with regards to the 16-19 bursary application process, please contact Sally Strickland at **[Sally.Strickland@attrust.org.uk](mailto:Sally.Strickland@attrust.org.uk)**.



# 5 Reasons to Study with Us

1

## **Develop your skills**

You'll develop understanding and learn skills relevant for your subject area, as well as having plenty of opportunities to develop English, maths and IT skills, along with key employability skills!

2

## **Make yourself stand out**

There is more competition than ever before for jobs, apprenticeships and places on Higher Education courses. Studying a course with ATTFE College will help you gain the knowledge, skills and experience needed!

3

## **All-round support**

We don't just focus on your academic achievement; we are passionate about holistic development and wellbeing. We want to help you become the best person you can be, allowing you to achieve your best and BE your best!

4

## **Real world learning**

Studying a course with ATTFE College isn't all about classroom learning. We aim to get you learning in real world environments wherever possible. We also have fantastic onsite facilities allowing you to train with industry standard equipment!

5

## **Support local communities**

We are passionate about supporting and giving back to our local communities, where our campuses are based at their very hearts. You'll have plenty of opportunity to get involved in community outreach projects, all whilst studying right on your doorstep!



# Construction & Building Services

## About this Course

### Property Maintenance Operations

Learners explore the mechanisms of buildings including plumbing, plant, safety systems and equipment. They learn how to provide first and immediate response to fault finding, ensuring the prevention of major damage and minimising reactive intervention.

### Bricklaying, Site Carpentry & Painting and Decorating

Learners carry out work experience with an external company, allowing them to put their classroom skills into practice. This can help secure an apprenticeship, employment or assist you with your application for university. We recommend that you start thinking about your placement as soon as you have applied for your course, considering which potential employers you may want to undertake the placement with to help you get the most out of the experience.



## Assessment

These courses are assessed by online assessment and a portfolio of evidence detailing practical tasks.

## Destinations

These courses support learners who wish to move into a trade career, either employed or self-employed. Learners who complete their courses can look into completing further qualifications at higher levels or moving into further specialised areas, such as plumbing, electrics or facilities management.

### Qualifications Available:

- Level 2 CSkills Diploma  
*Building Maintenance Operations*
- Level 2 CSkills Diploma  
*Bricklaying Construction*
- Level 2 CSkills Diploma  
*Site Carpentry Construction*
- Level 2 CSkills Diploma  
*Painting and Decorating*
- And other opportunities!

### About These Qualifications:

These qualifications focus on helping learners to develop practical workplace skills in their specific subject area, with the ultimate aim of pursuing a career in the trade of their choice.

Though the teaching will be practical and skills based, there will be theory elements to support the practical work.

Learners will develop specialised skills that will facilitate their transition into the workplace, with the potential to progress to management and overseer roles.

# Motor Vehicle

## About this Course

The programme of our Vehicle Maintenance courses involves learners studying both the theory and practical aspects of the essential knowledge and skills required by today's motor vehicle repair industry. Learners also gain a broad knowledge and understanding of health and safety in the workplace and other skills associated with working in a garage.



## Assessment

These courses are assessed by a combination of written and practical tests, as well as online assessment.

## Destinations

These qualifications have the potential to provide useful recognition of learners' professional competence, which may aid them in securing jobs and progression into the vehicle and cycle maintenance industries. They may also provide a stepping stone to further education, potentially at degree level.

### Qualifications Available:

- IMI Level 1 Diploma  
*Transport Maintenance*
- IMI Level 2 Diploma  
*Light Vehicle Maintenance & Repair Principles*
- IMI Level 3 Diploma  
*Light Vehicle Maintenance & Repair Principles*
- And other opportunities!

## About These Qualifications:

Our light vehicle qualifications are nationally recognised, vocational and vocationally-related qualifications which allow learners to demonstrate that their knowledge, skills and competence are of the standard required to work in the motor industry.

They are designed to help you build and showcase your skill set within this sector and cover areas such as the inspection, maintenance, repair and servicing of light vehicles.



# Hair & Beauty

## About this Course

These courses are ideal for those with an interest in the areas of hair and beauty, who are looking to develop their practical skills, knowledge and techniques.

Learners will have the chance to work in our bespoke hair salon and beauty therapy rooms. We offer our services to the general public, giving you the opportunity to experience a genuine work environment. Here you will practice all elements of your course under the supervision of our fully trained tutors.

## Assessment

These courses are all assessed through a learner portfolio evidencing your practical work, in addition to online assessment.



## Destinations

Our lower level courses can support learners with little or no experience in developing their knowledge and practical skills. From there, they will be able to progress to our higher level qualifications. Learners who complete a Level 3 qualification can consider further studies, apprenticeships or employment in the beauty therapy industry.

## About These Qualifications:

Our qualifications are designed to build on your interest and passion for the hair and beauty industry, covering a wide range of skills including styling, plaiting & twisting, cutting, colouring, bridal hair, skin care, facials, waxing, lash and brow treatments, make-up application, nail art, and manicure and nail enhancements.

### Qualifications Available:

- Level 1 Diploma  
*Introduction to the Hair & Beauty Sector*
- Level 2 Diploma  
*Hair & Beauty*
- Level 2 Diploma  
*Women's Hairdressing*
- Level 2 Diploma  
*Nail Services*
- Level 3 Diploma  
*Women's Hairdressing*
- Level 3 Diploma  
*Nail Technology*
- And other opportunities!

# Supporting Teaching & Learning

## About this Course

In all our supporting teaching and learning courses, you'll learn about the growth and development of young children, job roles within the sector and how you can work within a team to support teaching and learning over a wide range of ages.

You will also gain personal learning skills, an awareness of equality, health and safety, and communication.

Learners receive great tuition and support throughout the course, which will include a variety of coursework, case studies and real work environment experience.



At higher levels, learners focus on safeguarding the welfare of children, supporting the assessment of children and young people and how you work with children and young people with additional needs.

You will be expected to undertake a placement within a school environment this can be either a primary, secondary or college environment as the courses cover children and young people between the ages of 5-19 years.

## Assessment

Assessment is partially through portfolio produced work and partially from placement observations and experience.

## Progression

Learners who complete their courses can progress directly to courses at higher levels of study or transfer to the workforce to pursue a career in Supporting Teaching and Learning. Higher level courses may help learners secure supervisory or management positions.

### Qualifications Available:

- NCFE CACHE Level 1 Certificate *Supporting Teaching & Learning*
- NCFE CACHE Level 2 Award *Support Work in Schools and Colleges*
- NCFE CACHE Level 3 Diploma *Supporting Teaching & Learning*
- And other opportunities!

### About These Qualifications:

The Level 2 Certificate covers a wide range of areas including children and young people's development, supporting children and young people's positive behaviour and communication and professional relationships.

Level 3 Diploma covers all aspects of specialist support including planning, delivering and reviewing assessment strategies to support learning alongside the teacher; bilingual support; special needs support; and personal development and reflective practice.

# Uniformed Public Services

## About this Course

The primary purpose of this qualification is to prepare you to enter employment in the Uniformed Services sector.

This qualification is designed to give you a good insight into the practical activities which the uniformed services require. You will research and visit a range of extended uniformed services, developing a broad understanding of the uniformed services sector, investigating employment opportunities, developing wellbeing, physical fitness and self-discipline, building team-working skills, and understanding health and safety.

Optional units may provide opportunities to carry out map reading and navigation, explore volunteering opportunities, participate in competitive sport and take part in adventurous activities.

## Assessment

These courses are assessed through a portfolio of evidence and observation of work-based practice.



## Destinations

Learners who achieve at Level 1 might consider progression to Level 2 qualifications in areas such as Entry to the Uniformed Services, Outdoor Activity Leadership, Team Leading, Sport and Public Services.

Successful completion of the Level 2 course could lead to employment in a number of job roles in the uniformed services, which include the Army, Navy, RAF, Ambulance Service, Fire and Rescue Service, Police, Coastguard, Prison Service and more. Level 3 learners may have the option to progress to higher education study.

### Qualifications Available:

- Level 1 Diploma  
*Entry into the Uniformed Services*
- Level 2 Diploma  
*Entry into the Uniformed Services*
- Level 3 Diploma  
*Entry into the Uniformed Services*
- And other opportunities!

### About These Qualifications:

These qualifications aim to provide informed and prepared potential recruits.

They enable learners to prepare to make a recruitment application or provide a basis for further study and progression towards the entry qualification of a specific service, providing learners with an insight into the practical qualities they require, not only for uniformed services, but also for employment in general.



# Working with Early Years



## About this Course

All our childcare courses cover child development, roles in Early Years Education, and how to plan activities that support children's growth through observation and assessment. You'll also build skills in communication, equality, health and safety, and personal development.

Learners benefit from excellent tuition, a mix of coursework and case studies, and real-world work experience.

At higher levels, the focus shifts to safeguarding, the importance of play, early learning, nutrition, and accident prevention.

By Level 3, you'll learn how to meet the full range of needs for children under 5, while also gaining insight into supporting 5–7-year-olds.

Topics include promoting healthy lifestyles, supporting speech and language development, and understanding key safeguarding and health and safety legislation.

## Assessment

These courses are assessed by an online assessment and a portfolio of work based evidence.

## Destinations

Learners who complete their courses can progress directly to courses at higher levels of study or transfer to the workforce to pursue a career in Early Years Education. Higher level courses may help learners secure supervisory or management positions.

### Qualifications Available:

- NCFE CACHE Level 1 Award/  
Certificate/Diploma  
*Caring for Children*
- NCFE CACHE Level 2 Diploma  
*Early Years Practitioner*
- NCFE CACHE Level 3  
*Early Years Workforce (EYE)*
- And other opportunities!

### About These Qualifications:

Our Childcare courses provide a clear progression into Early Years Education.

Level 1 offers an introduction to the sector, ideal for those who enjoy working with children and want to explore a career in childcare.

Level 2 focuses on children's emotional wellbeing, developmental milestones, and introduces the Early Years Foundation Stage (EYFS) framework.

Level 3 is the industry-standard qualification, offering in-depth training to work with children from birth to 7, with a strong focus on the EYFS framework.

# Employability

## About this Course

If you're unsure about which career path to take, our Employability Course is here to guide you. This program focuses on developing essential soft skills such as confidence and resilience, while also providing practical support with CV writing and preparing for the workplace.

You'll gain core skills applicable to any field, along with specialised sector-specific training in areas like Retail, Hair & Beauty, Business Administration, Customer Service, Hospitality, Digital, and more.



This course serves as a stepping stone, helping you transition smoothly into the right educational pathway, apprenticeship, or even employment opportunities. Let us help you take the first step towards your future!

## Assessment

These courses are all assessed through a portfolio of evidence; some also require an online assessment.

## Destinations

All courses support the development of subject-specific skills, allowing learners to progress to higher-level qualifications in their chosen area of study. Alternatively, learners who complete these qualifications gain the skills necessary to move into the workplace and pursue careers in these trades.

## About These Qualifications:

These foundation courses are designed to enable learners to access vocational qualifications from Entry Level 1 through to Level 2, depending on their level of learning.

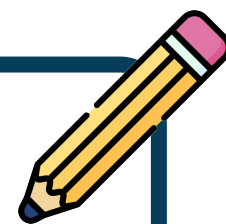
They can also complete varying sizes of qualifications at each level, from Award through to Diploma. Being able to build up achievement in incremental stages can help support intrinsic motivation for learners, whilst developing character education

### Qualifications Available:

- NOCN E3
- NOCN L1
- And other opportunities!

Preparation for further Learning or Employment to include Core Skills and Optional Units.

## Vision



Our Vision is to be recognised as an outstanding provider of Further Education and be the provider of choice of our local communities.

## Mission

Our Mission is to bring together people who are dedicated to developing and delivering high-quality learning, ensuring all learners acquire skills and develop knowledge that equips them to lead more fulfilled lives and play their part in driving up the growth of our local and regional economy.

## Values

- Achievement – Succeeding and celebrating together
- Teamwork – Listening to staff, learners and stakeholders
- Transformation – Driving continual improvements
- Flexibility – Responsive to local needs
- Equality – Caring for the wellbeing of all staff and learners.





# Ethos

Academy Transformation Trust Further Education (ATTFE) College strives to raise the aspirations and achievements of the communities that it serves, providing high-quality, innovative education and training for learners who are aged 16+ (including adults).

We take a learner-centred approach towards education and lifelong learning opportunities that supports the learning needs of the local environment.

At ATTFE College, learners pursue their educational goals in an inclusive environment that values and celebrates diversity, individuality, mutual respect, civic responsibility and social integration.

Equality and diversity is central to all practices and policies within ATTFE College. It is an organisation where everyone respects each other and recognises their own responsibility in actively promoting equality.

Our aims are to ensure that we meet the needs of all, taking account of:

- Gender, ethnicity and culture
- Religion, creed and language
- Sexual orientation, age and health
- Ability and disability
- Social and economic circumstances.

ATTFE College is committed to the regeneration of the communities in which its learners live and is committed to working through collaboration, consultation and partnership with the wider community.



# Quality Assurance



**Inspection date: 6th – 9th June 2023**

We are delighted to be able to share with you the great news that in our latest Ofsted inspection ,ATTFE College was graded as **Good**, with **Outstanding** personal development and adult Learning programmes.

“Outcomes for learners are good.”

“The arrangements for safeguarding are effective.”

“Tutors have high expectations for learners, plan lessons well and make learning interesting and enjoyable.”

ATTFE College is awarded the **Inclusive School Award** with Centre of Excellence status from Inclusion Quality Mark (IQM)

The award is a validation of our current practices and our commitment to promoting access and diversity, raising achievement for all, and creating an environment for all to succeed.



Our efforts have been recognised by IQM, who quoted that “ATTFE is truly in **the heart of the community**, it is a true community effort. The ultimate goal is around social mobility for the local community and they are hugely instrumental in driving in achieving this.”

We’re thrilled to have received such positive feedback from a parent as well commented, “without a doubt, **my child has had an amazing experience** and they wouldn’t be where they are now if it hadn’t been for ATTFE College.”



EMPLOYER RECOGNITION SCHEME

**GOLD AWARD 2021**

*Proudly serving those who serve.*

**The Employer Recognition Scheme (ERS)** acknowledges employers that provide exceptional support to the Armed Forces community and Defence by going above and beyond their Covenant pledges. The Employer Recognition Scheme awards are renewed every five years.

# How to Apply

## Ready to Join an ATTFE College Post-16 Course?

If you're aged 16–19 and would like to express your interest or enrol, simply scan the QR code below to complete our quick online application form.



You can also find the form on our website in the 'Course Enquiry' tab on our website's homepage: [www.attfe.org.uk/course-enquiry/](http://www.attfe.org.uk/course-enquiry/)

Prefer to chat with us directly?

**Email:** [college.info@attrust.org.uk](mailto:college.info@attrust.org.uk)

**Call:** 01623 441310



This Programme of Study (PoS) Course Guide gives you an overview of the exciting courses we offer for 16–19-year-olds. But the learning doesn't stop there! We have a wide range of opportunities for adults aged 19+ too!

To explore everything we have to offer, visit **[www.attfe.org.uk](http://www.attfe.org.uk)**.

We're always looking for ways to grow and improve. If there's a course you'd love to see but can't find in this guide, let us know! Email us at **[college.info@attrust.org.uk](mailto:college.info@attrust.org.uk)**. We'd be happy to hear your ideas.

*#InThisTogether*



Academy Transformation Trust  
Further Education



@attfe\_college



ATTFE College



ATTFE College