

M.I.T. >>>

Skills Centre

Your Study Programme Handbook 2022/23

Sports Pathway



Contents

Page 3: Welcome to your Study Programme

Page 3: Study Programme Handbook

Page 3: Your Study Programme

Page 3: Course information:

- Couse structure
- Your timetable
- Attendance
- Equipment
- Induction
- British Values
- Directed study
- What we expect from you
- Respect
- Equality and Diversity

Page 6: Assessment:

- Methods of assessment
- Academic extensions
- Appeals procedure
- Feedback

Page 7: Progression

Page 8: Case studies

Page 8: Safeguarding and Prevent

Page 9: Bursary fund applications

Page 10: Learning Questionnaire

Page 11: Study Programme handbook receipt



Welcome to your Study Programme

We are pleased that you have chosen to learn by completing a Study Programme and look forward to playing an active role in your career and personal development. We also hope that your time with us will be enjoyable and productive.

This course provides an overview of the knowledge and experience needed to move onto your chosen career path, as well as helping you to improve your current maths, English and digital skills.

The handbook is intended to summarise some of the essential details relating to the course. If you are unsure about any aspect, please ask your tutor.



Study Programme Handbook

This document contains information specific to **your** course as well as information relating to the MITSkills policies and procedures. We have provided links to policies and procedures on our website. These are part of the terms of conditions your course and you are expected to read them and agree to them.

Your Study Programme

You will have a tutor to support you throughout your course and they will help you to study: There are 2 options (see page 8 entry requirements):

- L3 Study Programme - Extended Diploma Route. NCFE Level 3 Diploma/Extended Diploma in Sport and Physical Activity (Sports Coaching)
- L3 Study programme - Diploma Route NCFE Level 3 Certificate/Diploma in Sport and Physical Activity (Sports Coaching)
- Maths, English and Digital Skills – based on an initial assessment of your current skills
- Learning Curve – designed to improve your self-confidence and your awareness of social issues in the wider community.

Course information:

Course structure

The programme requires hard work and your commitment.

Your course will comprise of maths, English and Digital Skills (where required), theory sessions, tutorials, practical session and tasks, self-study, and work experience placements. The E-portfolio will be APTM the user guidance is on Page 15.

Your timetable

Your timetable is unique to your personal learning needs. You will be issued with a paper copy when you enrol and sent a digital copy. If you lose your printed timetable, please speak to your course tutor.

Attendance

All timetabled events in your Study Programme are compulsory. You must aim for 100% attendance and maintain at least 90% attendance for the length of the course and across all the components. Poor attendance, without mitigating circumstances, will result in disciplinary actions and could lead to withdrawal from the course.

If you are going to be late or absent you must call your tutor to let them know.

Equipment

You are required to provide your own stationary, which can be purchased at stationary shops and most large supermarkets.

You will need pens and pencils (more than one in case one runs out) and any safety equipment needed for the role that you are hoping to obtain. You can read our 'Health and Safety' policy on the MITSkills website ([Health and Safety Policy](#)).

Induction

You will begin your course with an induction programme. This will help you to know more about your training programme.

During the induction we will work with you to find out about your maths, English and Digital Skills. Then we will be able to provide information to ensure you get the right support.

During the induction you will also be introduced to the content of your course and further information on the learning systems used will be given to you by your tutor.



British Values

The theme of British Values is a part of all your tutorials, using learning curve, this will help you to evaluate your place in the world and to make good choices. Information and resources to support you will be flagged by your tutor.

Directed Study

Directed study involves tasks designed to develop your skills as an independent learner. Directed study may take the form of online tasks in APTEM to complete before the next lesson, watching video clips, reflecting, creating e-documents, contributing to forums, and completing assignment work.

What we expect from you

- You must adopt a positive attitude towards all the staff.
- You should ask lots of questions.
- If you experience any problems you must ask, a member of staff will try to help you.
- Ensure you are on time and make sure you are in class when you should be.
- Be suitably dressed. The dress code can be found in the Learner Code of Conduct.

- Your language must be appropriate and in a manner that means everyone can understand you.



Respect

All learners and staff deserve to be treated respectfully and this includes you.

MITSkills has a policy on 'Bullying and Harassment' and a 'Code of Conduct'. You can find a copy of these on the MITSkills website ([Harassment and Bullying Policy, Learner Code of Conduct](#)).

Equality and Diversity

We will always comply with current equality legislation and will not discriminate on the grounds of the 'protected characteristics' of sex, disability, marital status, race (including national or ethnic origins), sexual orientation, gender reassignment, marriage or civil partnership, religion or belief, age, pregnancy/maternity and ex-offenders with a spent crime.

MITSkills has an 'Equality and Diversity' policy and you can read this on our website ([Equality and Diversity Policy](#)).



Assessment:

Methods of assessment

Various assessment methods will be used to develop your skills during your course. These may include working in a real working environment, practical work, role play, written work, exams, and portfolios.

All assignment work is given a strict deadline/hand in date, which MUST be met.



Academic extensions

You can request one extension on the course for assessed work.

If you have any questions about handing in work and extensions, please see your course tutor.



Appeals procedure

In the event of an assessment grading disagreement, you can ask a member of staff to reconsider the evidence. We suggest you talk to your course tutor and discuss any issues related to your work. Your tutor will listen to your comments and discuss any problems with you. You can find a copy of the full 'Appeals' procedure and our 'Complaints' procedure on the MITSkills website ([Appeals](#) / [Complaints Policy](#)).

Feedback

You can expect to have your work returned to you within 2 weeks, with feedback that shows you how to improve. We will correct English and maths errors to help you to get ready for further study or work.

Your training, learning and progress will be reviewed with you on a regular basis and if you are aged under 18, we will also let your parents/guardians know how you are getting on.



Progression

There is support available to help you successfully progress to the next step in your career. You may want to move on to another course, apply for University, start an Apprenticeship, or find a job. Whatever your target is, there is help available to get you there.

If you are not sure what you want to do next you can discuss this with your course tutor who will give you further Information, Advice and Guidance (IAG). Alternately there are excellent impartial resources on the National Careers Service website:

<https://nationalcareersservice.direct.gov.uk/>.

Progression routes directly linked to sport can be found here [Sports and leisure | Explore careers \(nationalcareers.service.gov.uk\)](#) The following gives a indication of progression routes In Sport :

Options	Course	Entry Requirements	Progression
1	L3 Study programme-Extended Diploma Route NCFE Level 3 Diploma/Extended Diploma in Sport and Physical Activity (Sports Coaching)	Four GCSEs, English and maths at grade 4.	Employment, L4 Apprenticeship or University
2	L3 Study programme - Diploma Route NCFE Level 3 Certificate/Diploma in Sport and Physical Activity (Sports Coaching)	Level 2 sport qualification and four GCSE English or maths at grade 4 (one resit allowed E or M)	Extended Study Programme Employment or University

Case studies

Mohammad Savage (18) started on the MIT programme in 2018 and successfully completed his qualifications, he then progressed onto an apprenticeship with a national rail company as an engineer. He said:
“I found the programme very helpful in gaining me employment by giving me the knowledge and confidence in the workplace environment”.

Harminder Bhamra (18) started on the MIT programme in 2018 and successfully completed his qualifications, he then progressed onto an apprenticeship with a local company as a maintenance engineer. He said:
“I found the programme interesting and I was never doing the same thing every day so there was a lot of variety which helped me get a job”.

Safeguarding and Prevent

We are committed to providing a secure environment for learners, where they feel safe and are kept safe. All adults at MITSkills recognise that safeguarding is everyone's responsibility, irrespective of the role they undertake or whether their role has direct contact or responsibility for learners or not. Preventing Extremism and Radicalisation is one element within our overall MITSkills arrangement to safeguard and promote the welfare of all learners in line with our statutory duties. Our policy also draws upon the Government's 'Prevent' agenda and associated briefing sheet, 'Prevent violent extremism' and DfE Guidance 'Keeping Learners Safe in Education, 2020'.

If you feel unsafe or have concerns about someone's behaviour, you should contact your tutor straight away and they should escalate your concern. If you cannot contact your tutor, please talk to your Prevent and Safeguarding Lead, Stuart Francis or Safeguarding Officer Claire Clark (call: 01932341416, email: safeguarding@mitskills.com). Safeguarding Contact for Sport is Dave Simms 07424 474193.

The MIT 'Safeguarding and Prevent' policy can be found on the MITSkills website ([Safeguarding Policy](#) / [Prevent Policy](#)).



Bursary fund applications

The 16-19 Bursary Fund helps young people aged 16 to 19 who wish to continue their education. It is available to all 16-19-year olds studying in school/academy sixth forms, colleges, and training providers in England.

There are two types of bursary available:

- Bursaries for the most vulnerable young people
- Discretionary bursaries based on individual need such as: help with the costs of travel, equipment, or meals

If you would like to apply for a bursary you can download the application form from the MIT skills website ([Bursary Policy](#)).

To be eligible you must be part of one of the target groups listed in the application form.



Important Covid19 Information

MITSkills have conducted a risk assessment and taken the necessary steps to reduce the risk of the transmission of the Covid-19 virus. All learners will be required to sanitise their hands on entering the centre and follow site instructions. If government advice changes lessons MAY be switched to online delivery. Further information can be found [here](#).

Your Study Programme Learning Questionnaire



Your name:

Once you have read the handbook
please answer the following
questions.

My course is:

I am interested in a career in:

My course tutor is:

The % of attendance I must maintain is:

If I am going to be late or absent, I need to:

The things I need to bring with me are:

Directed study is:

What is equality and diversity?

What is harassment and bullying?

What is Prevent?

What is Safeguarding?

Who should I contact if I have concerns for myself or another person's wellbeing?



Study Programme handbook receipt

I confirm I have read and understand the contents of this handbook and that I agree to all the terms within.

Signed:

Date:

Appendices APTM

Aptem is an online system that has been developed to support you in completing your study programme.

Aptem enables you to:

- Access online training material and complete assessments
- Upload evidence of learning and achievement
- Message your tutor
- Keep track of your learning tasks

This guide describes the various Aptem features and how to use them

Activation

You will be sent an email inviting you to activate your Aptem account – it will look like the below:

aptem.

Welcome to Aptem

Dear Steve Test

We are delighted to provide you with access to Aptem, the professional development toolkit.

Please [click here](#) to activate your account.

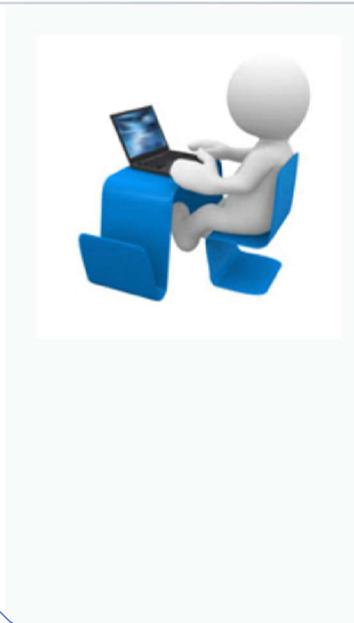
[Click here](#) to watch a short tutorial video showing you how to do this.

If you experience any difficulties please ask for help from the person who provided you with your Aptem account or call the Aptem support team on 020 7870 1000.

You have been invited by Steve Admin of Lifetime to have an Aptem subscription.

With best wishes,

The Aptem team



Click on the highlighted link to activate your account.

You will be taken to the below screen. This enables you to generate a username and password.

Activate account

Please choose a login and password

Login

Password

Confirm password

Register

16 to 18 Version 6, updated 09/09/22

Aptem will automatically use your email address for your username, but you can set a different one if you wish. Once you have created your username and password, you will be asked to confirm your personal details and to create an online digital signature

Electronic signature declaration agreement

Lifetime Training must adhere to the guidelines set by the Funding Body, Education and Skills Funding Agency. We must retain a robust and reliable form of evidence to support funding claims including evidence of learner existence, eligibility, and achievement. From 1 August 2011, providers have been able to hold evidence in electronic format. This includes holding data on electronic platforms and in scanned format, including learner signatures. Although we are aware of our Funding requirements, we are also aware of our legal responsibilities under Data Protection legislation. As a learner you may be asked to provide an electronic signature to support the evidence required for your award. This signature will only be used against teaching, learning and assessment documents that are provided and agreed to by you and your Training and Assessment Officer. Any malicious use of your signature will result in disciplinary action and if necessary, the intervention of the police services. The benefits of using the electronic signature methods include: Efficient document and records management. Ability to complete on-line enrolment. A more customer friendly approach. Cost reduction.

I confirm I am happy to allow Lifetime Training use my electronic signature to support completion of my award. I am aware that my signature must only be used for documents provided for funding and teaching and assessment purposes. In the event that my signature is used for any other purposes I am aware that I can report this to the Police and or the Safeguarding Officer within Lifetime Training to action in accordance with disciplinary and safeguarding procedures.

Please use your computer mouse or tablet/smart phone touch screen to write your signature in the box below, then click Save.

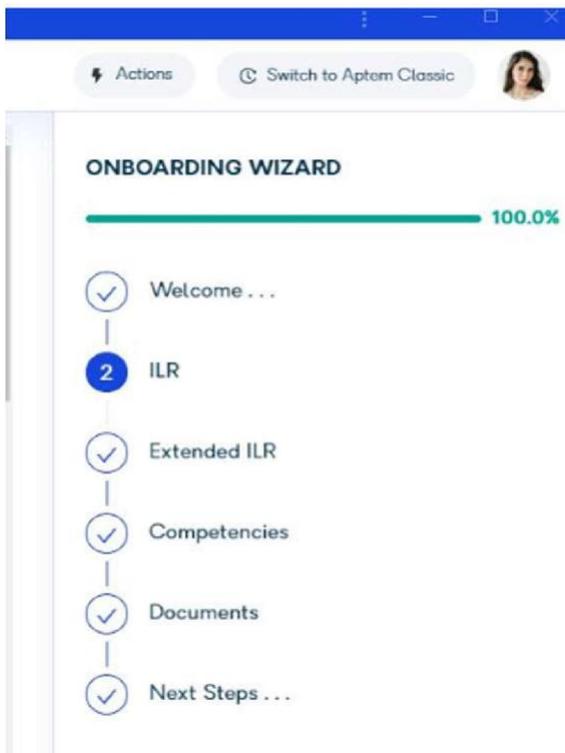
Signature

Clear

[Next](#)

Onboarding Wizard

When you first log into Aptem you will be taken to the onboarding wizard, this is where you enter your personal details and information relevant to the training you will be undertaking and where you can review and sign any required documentation etc. etc.



How to complete your ILR and Extended ILR

The ILR (Individual Learner Record) is information that the Government requires study programme providers to collect. The ILR and the Extended ILR are displayed in your Onboarding Wizard.

Please note that there may be other compliance documents that you will need to complete and sign while following the steps of the Onboarding Wizard. The steps will be similar to what is explained below.

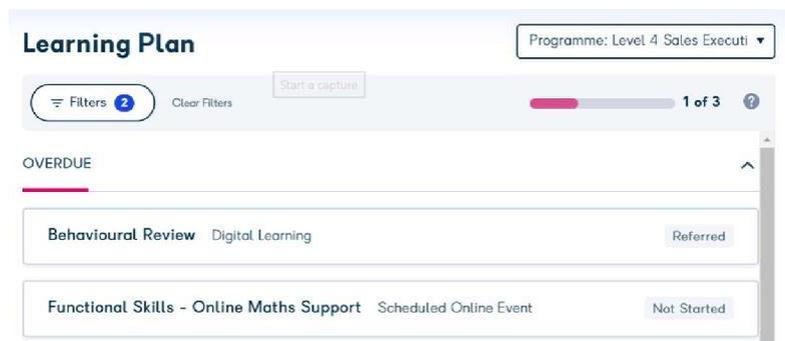
1. Sign into your account. If your ILR is incomplete, you will be taken straight to the Onboarding Wizard.
2. Your ILR Form will be displayed:

3. Complete or amend the relevant sections. Then, add your signature to the form by clicking in the box in the 'user signature' field.
4. Click on the 'Save' button to save your information and click on the blue 'Next' button to confirm you have completed the form. Now, click 'Next' to complete your Extended ILR.
5. Follow the Onboarding Wizard steps and make sure that you complete each step.

After finishing the Onboarding Wizard steps, documents such as the Extended ILR and the Commitment Statement will appear. Make sure that you read through the documents and add your signature to them.

Your Learning Plan

When you sign in to Aptem your Learning Plan will be displayed if you have completed your Onboarding Wizard steps. Your study programme learning programme has been mapped to a Learning Plan which contains all the activities, courses, meetings, and placements that you need to complete.



The Learning Plan tracks your progress against your study programme and goals. The Learning Plan contains all your activities, including online courses, external courses, placements/workshops, review meetings and other tasks.

The Learning Plan page provides an overview of your programme. It can be used to:

Monitor your progress against the programme criteria

Access learning activities and other items within your programme

Submit evidence for approval against learning activities and items

Check the status of submitted evidence

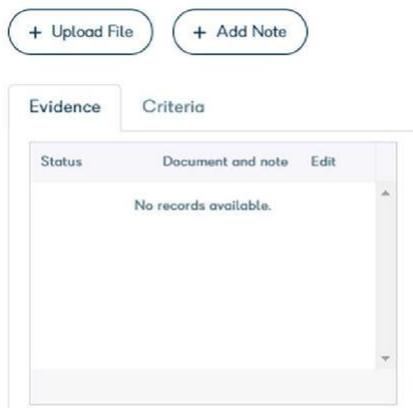
The Learning Plan lists all your learning activities. This includes courses, projects and review meetings that are assigned to your programme. Each learning activity has been mapped against one or more criteria from your study programme.

Submitting evidence for your learning plan:

If you complete items in your Learning Plan, such as online courses within Aptem, the evidence will be automatically collected and tracked against your Learning Plan. You can also upload your own evidence for the items within your Learning Plan, provided that evidence upload is enabled.

To upload files or notes for each item of the Learning Plan:

To upload evidence against the item, click on the 'Upload file or add note' link.



From the dropdown list choose either 'Note' or 'File'. If uploading a file, click on 'Select file' and browse to the file on your computer and click on Open. The file name will be displayed on screen.

Now, click on 'Save'. The file will be uploaded from your computer and stored with your Learning Plan. Once uploaded, the approval status of the file will be shown as

‘In progress’, with the relevant progress bar shaded amber. Once your tutor has approved your evidence, the status will change to ‘Completed’. On occasion, you may have evidence or work submitted back to you – and the approval status will change to “referred”. Please open the file to read your tutor’s comments and re-submit once you are happy that you have addressed their feedback.

Messages

The Aptem messaging system allows you to communicate with your Tutor.

You can use the Aptem messaging system to:

Send a message to your tutor

Respond to messages from your tutor that uploaded evidence has been approved or declined

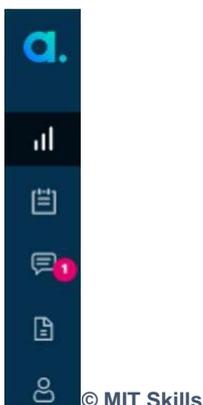
Receive reminders for overdue tasks

Receive notifications for completion of learning plan milestones and outcomes

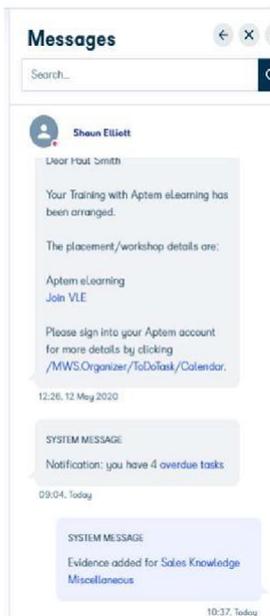
Note that you can only send messages to your tutor, or other Aptem administrators who have initiated contact with you. You cannot search for and message other Aptem users.

Checking for messages

Log into your account and you can then access your messages from the menu, if there are any new messages, a red dot with a number will be displayed.



Click on the message icon and they will be displayed in the right-hand panel. Click on the message to open it fully and to reply:



Aptem Collaboration Centre App

The Aptem Collaboration Centre™ is a mobile app that allows you to view your messages in Aptem and communicate with your Tutor using your phone or tablet. It can be downloaded from the Android or iOS app stores.

Please note, you can only use this if your training provider has enabled this on your Aptem account.

The Collaboration interface is easy to use and will be familiar if you have used messaging apps such as Facebook and WhatsApp.

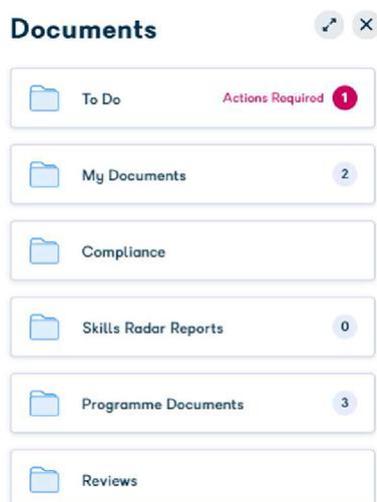
You can use the Collaboration Centre to:

- Send a message to your tutor.
- Respond to messages from your tutor.
- Receive notifications that uploaded evidence has been approved, referred or declined.
- Receive reminders for overdue tasks.
- Receive notifications for completion of learning plan milestones and outcomes.

Please note, you can only message your tutor or employer once they have initiated contact with you. You cannot search for and message other Aptem users.

Documents

All of the documents related to your study programme will be stored in the Documents section.



To Do

This section highlights any outstanding tasks that you may have relating to documents. Click on the To Do box to open and sign any documents that are listed here.

My Documents

Documents can be uploaded here for your own reference. It is important to note that documents that are added directly to the Documents section will not be mapped as

evidence against your Learning Plan, they are for your own reference only. If you wish to add a document as evidence against your Learning Plan, please navigate to the correct section of your Learning Plan and upload there.

Compliance Documents

A set list of compliance documents is stored here.

Programme Documents

This section is where any documents that are relevant to your programme are stored. They can be viewed at any time throughout your learning journey.

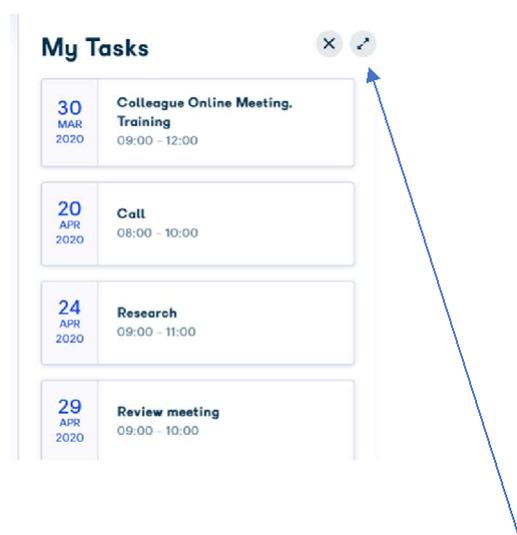
Review Documents

Review documents are records of meetings that that have taken place which are then stored here as PDFs once they have been completed.

Tasks

How to work with tasks listed within the Learning Plan

Your programme may contain tasks or meetings such as quarterly progress review meetings. These will be displayed as items in your Learning Plan. They can also be found in your My Tasks in the menu section. You can upload evidence of completed tasks in your Learning Plan and set these tasks as complete. Assignment tasks can also be completed by clicking on the 'Complete' button.



Click on the double arrow to change the view to a calendar format where you can view tasks by day, week or month.

You can also create your own tasks to help you to complete your learning plan via the “Create Task” in the Actions menu at the top right-hand side of the screen. Creating your own tasks enable you to keep on top of your work and set bespoke reminders to help you stay on time and focused.

Create Task

Task Type:

Task type is required

Description:

Web Link Name:

Web Link:

Due Date:

Time: 02:00 to 09:00

Notification (Days): 2

Contact Details:

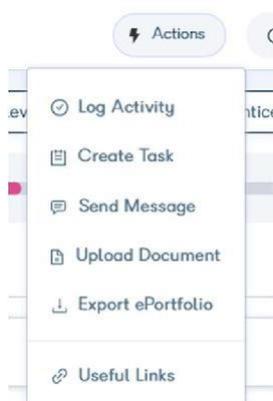
Name:

Email:

Phone:

Actions

The Actions menu has shortcuts to enable you to log activity, create a task, send a message or upload a document.



It also has a link to your ePortfolio which is where Aptem stores all your course work. Clicking on Export ePortfolio will download your coursework; this is typically used when you have finished your course so you can access it at any time in the future

You can also access useful links via the action's menu – MIT Skills will use this section to store links to documents or websites that are helpful for your course.

