

A group of diverse young adults, including men and women of various ethnicities, are gathered outdoors. They are all wearing blue shirts and are laughing and high-fiving each other, creating a joyful and energetic atmosphere. The background shows a grassy field and a fence.

Study Programme Handbook

September 2025

Contents

| | |
|--|---|
| Welcome to your Course | 1 |
| Your Study Programme Course..... | 1 |
| Vocational Aim | 1 |
| Maths and English..... | 1 |
| Personal learning and development modules with Learning Curve..... | 1 |
| Essential Digital Skills | 2 |
| Work Experience | 2 |
| Course structure | 2 |
| Your timetable | 2 |
| Attendance..... | 2 |
| Academic Work Compliance | 3 |
| One Week Behind | 3 |
| GCSE Math and/or English Attendance | 3 |
| First Unauthorised Absence..... | 3 |
| Second Unauthorised Absence | 3 |
| Third Unauthorised Absence | 3 |
| Centre Compliance Expectations | 3 |
| Mobile Phones and Internet Enabled Devices Policy | 4 |
| Equipment..... | 4 |
| Induction | 4 |
| British Values | 5 |
| Directed Study..... | 5 |
| Equality and Diversity | 5 |
| Assessment | 6 |
| Methods of Assessment..... | 6 |

| | |
|---|----|
| Academic Extensions | 6 |
| Appeals Procedure | 6 |
| Feedback | 7 |
| Progression | 7 |
| Safeguarding and Prevent..... | 7 |
| Bursary fund applications | 8 |
| Appendices..... | 9 |
| Section 1: Learner’s Questionnaire..... | 9 |
| Section 2: MITSkills Learning Agreement | 12 |
| Section 3: MITSkills Consent Form..... | 14 |
| Section 4: Academic Commitment and Compliance Contract for Sport Learners | 15 |

Welcome to your Course

Welcome to MITSkills, we look forward to playing an active role in your career and personal development.

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

The handbook is intended to summarise some of the essential details relating to the course.

Within this we have included links to policies and procedures on our website. These are part of the terms of conditions of your course. At the end of the handbook are your agreements that you will need to complete prior to being accepted on to the course.

Your Study Programme Course

Your course will consist of a series of learning aims that have been chosen to not only improve your knowledge of your chosen subject but to give you experience in the industry and improve your personal development. Each of these learning aims must be completed to pass.

Vocational Aim

This is the main qualification you will be undertaking. Usually this will be a regulated aim with a mix or both practical and theory elements.

Maths and English

Based on an initial assessment of your current skills. It is a requirement of the programme that learners who do not obtain a Grade 4 and above in maths and/or English will complete GCSE resits. Learners are required to attend every session and maintain a 100% attendance for maths and English. If learners have three consecutive unauthorised absences, they will be automatically removed from the programme. GCSE Resits will take place in May and June.

Personal learning and development modules with Learning Curve

Designed to improve your self-confidence and your awareness of social issues in the wider community.

Essential Digital Skills

Our programme will help you to develop essential digital skills that are needed in the workplace.

Work Experience

MITSkills will help you source a placement in a local business/club related to your programme to develop your knowledge of the industry you are studying.

Course structure

This is a full-time course and that will require hard work and commitment.

Your course will comprise of a main aim, usually a vocational qualification that will determine the core structure of the programme. The type and level of qualification chosen will reflect the amount of weekly practical and theory sessions. Maths and English, and digital skills content, where required, will be included within your learning plan theory sessions. You will receive tutorials, practical tasks, self-study, work preparation skills, and a high-quality work experience placement to support you in your journey into work.

As part of your agreed learning plan, you will attend a work experience placement. The aims and personal benefits of the placement will be agreed with your tutor before your programme starts and reflect the identified skills you need to develop in readiness for employment or an apprenticeship. All your options will be explored with you before and during your time with us.

Your timetable

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

Attendance

All timetabled events in your Study Programme are compulsory. You must 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.

- ✓ Learners are expected to arrive at all lessons on time.
- ✓ Authorised lateness e.g., for hospital appointments must be agreed with the tutor beforehand.
- ✓ If you are late three times you will be required to attend a formal interview.

- ✓ Breach of any contract on lateness could lead to you being excluded from the course.
- ✓ Being on time means you get the most from your course and you do not disrupt other learners.

Academic Work Compliance

To participate in football training or matches, a learner must be up to date with all academic coursework. If a learner falls behind in any subject, they are not eligible to play or train until they have successfully caught up with their academic obligations. The following is compulsory:

One Week Behind

If a learner is more than one week behind with their academic studies, they will not be eligible to participate in training and match days until they are fully compliant.

GCSE Math and/or English Attendance

Learners must maintain a 100% attendance record to be eligible to participate in training and match days.

First Unauthorised Absence

Verbal warning and the learner will miss the following week's training and game.

Second Unauthorised Absence

Written warning and the learner will miss two weeks of training and games.

Third Unauthorised Absence

The learner will miss three weeks of training and games. If a learner gets to this stage, their place on the study programme may be at risk, and the learner may be removed from the course. This will be reviewed on a case-by-case basis.

Centre Compliance Expectations

In addition to academic requirements, Sport's Learners must adhere to all compliance expectations set forth by the Centre. This includes but is not limited to attendance, behaviour, and any other rules established by the Tutor and Centre Lead. A failure to adhere to this may result in the learner's place on the study programme being at risk, and the learner may be removed from the course. This will be reviewed on a case-by-case basis.

Mobile Phones and Internet Enabled Devices Policy

- If a mobile phone or device goes off during a lesson the learner will be asked to give the tutor their phone which will be held at the front of the classroom until the end of the lesson. You are asked to switch them to off or to silent. Learners are not to send, or answer texts or voice calls during lessons, doing so can result in exclusion and disciplinary action.
- If you do not cooperate with this policy you be asked to leave the classroom. If anyone needs to contact you, then ask them to call the Training Centre.
- Mobile phones and electronic devices that can work as a phone, or internet enabled devices cannot be taken into or used in an exam under any circumstances. Having a phone or electronic device that can function as phone or an internet enabled device in your possession during an exam will result in exclusion from the exam and void your exam.
- Learners must always comply with MITSkills' Use of Email and Internet Policy when on a course and when using our internet and Wi-Fi. Failure to comply with this policy will lead to disciplinary action, as will accessing, attempting, or sending material (or encouraging other learners to do so) which is illegal, pornographic, extremist, prohibited, offensive or abusive. This will be reported to external authorities as appropriate.

Equipment

You are required to provide your own stationary and you will need pens and pencils (more than one in case one runs out), Maths sets for GCSE lessons and resits, 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](#)).

Many of our programmes will require access to personal IT equipment that will allow you to access the internet and Office applications (or equivalent). If you do not have access to suitable IT equipment this must be discussed with your tutor or learning coach prior to joining the programme.

Induction

You will begin your course with an induction programme.

During the induction we will identify your maths, English (if not already passed with a Grade 4) and digital skills abilities, using online assessment resources. We will then be able to use this information to provide support based on your specific needs.

You will also be introduced to the content of your course and further information on the learning systems used.

British Values

The theme of British Values is a part of all your tutorials, 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 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 should ask lots of questions and actively participate in learning.
- If you experience any problems you must tell us, a member of staff will try to help you.
- Arrive to class on time.
- Maintain excellent attendance levels.
- Be suitably dressed. The dress code can be found in the Learner Code of Conduct
- You must be polite, respectful, and considerate towards all MITSkills staff and others.

Everyone who is part of MITSkills, including staff and learners will follow the policy on 'Anti Bullying and Anti-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

We will use a variety of assessment methods 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.

You can expect:

- Types of assessment and recording to be suitable for the course and programmes being followed.
- Assessment to be fair, accurate and carried out regularly.
- Initial assessment to provide an accurate basis on which to plan an appropriate programme of work.
- Assessment to be used to monitor progress and inform individual learners about how they might develop further.
- Achievements towards learning goals and qualifications to be recorded and accredited.
- Assessment information to be used to guide course development.
- Assessment, verification, and moderation procedures to follow regulatory body requirements.
- Those with a legitimate interest to be clearly and regularly informed about learner's progress.

Academic Extensions

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

Appeals Procedure

In the event of an assessment grading disagreement, you can ask a member of staff to reconsider the evidence.

Your tutor will listen to your comments and discuss any problems with you. You can find a copy of the 'Appeals' procedure and our 'Complaints' procedure on the MITSkills website ([Appeals / Complaints Policy](#)).

Please send complaints by email or by post below ([Complaints Form](#)).

Feedback

You can expect to have your work marked and 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 eighteen, we will also let your parents/guardians know how you are progressing.

Progression

There is support available to help you successfully progress to the next step in your career. You may want to start an Apprenticeship, or find a job, or progress to further study.

If you are not sure what you want to do next you can discuss this with your tutor or our recruitment team via hello@mitskills.com, 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/>

Safeguarding and Prevent

We are committed to providing a safe and inclusive environment for learners. All staff at MITSkills recognise that safeguarding is everyone's responsibility. 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 safeguarding policies also draw upon the Government's 'Prevent' agenda and associated briefing sheet, 'Prevent violent extremism' and DfE Guidance 'Keeping Learners Safe in Education, 2025'.

If you feel unsafe or have concerns about someone's behaviour, you should contact your tutor and explain your concern. If you cannot contact your tutor, please talk to your Prevent and Safeguarding Lead, Stuart Francis, Safeguarding Officers, Liam Hughes (Sport) or Claire Clark (call: 0300 303 2225, email: safeguarding@mitskills.com).

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

Mental Health First Aiders

Mental health includes our emotional, psychological, and social well-being. It affects everyone in different ways on how we think, the way that we feel and how we act. It also determines how we manage stress, relate to others, and make healthy choices.

If you have anything that you would like to discuss, then MIT have a team of Mental Health First Aiders that will listen to you and help and support with any thoughts that you are having.

Your first aiders that you can talk to are Iva Icheva, Stuart Francis, and Liam Hughes (Sports) and these can be contacted on:

0300 303 2225 or email: MHFA@mitskills.com

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 bursaries available:

- Priority bursaries
- 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 MITSkills website and you can also see the bursary policy which will provide you with more information ([Bursary Policy](#)).

To apply for bursaries please send your application form and proof of eligibility documents to SportAdmin@mitskills.com and your application will be processed, and you will be informed of our decision. We may need to contact you if we require further information with your application.

Please ensure to include your name and site in the subject bar of your email.

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

Appendices

Section 1: Learner's Questionnaire

Once you have read the handbook, please answer the following questions. *Remember to sign at the bottom of the questionnaire.*

| | |
|--|--|
| The name of my course | |
| I am interested in a career in: | |
| My course tutor is: | |
| The % of attendance I must maintain is? | |
| What should I do if I am going to be late or absent? | |
| Each time I attend for training, I will need to bring the following items: | |
| The meaning of directed study: | |
| 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? | |
| What happens if I fall more than one week behind with my academic work? | |
| How many unauthorised absences from maths or English lessons will result in me being removed from the programme? | |

| | |
|---|--|
| What must I do with my mobile phone during lessons? | |
| Who can I contact if I need support with my mental health? | |
| What types of bursaries are available to help with costs while studying at MITSkills? | |

I can confirm that I am in receipt of the learners handbook and have read and understand my course requirements.

| | |
|-----------------------------|------|
| Learners name and signature | Date |
| | |

Section 2: MITSkills Learning Agreement

| | |
|---------------|--|
| Learner Name: | |
| Course Title: | |
| Tutor Name: | |

My Commitment as a Learner

By enrolling on this course, I agree to:

- Maintain at least **90% attendance** across all sessions (**100%** for maths and English if required).
- Arrive on time and notify my tutor if I will be late or absent.
- Complete all assignments by the given deadlines and request extensions only where permitted.
- Bring the required equipment, including pens, stationery, and safety kit (if applicable).
- Keep up to date with academic work. If I fall more than one week behind, I understand I may not be allowed to take part in training, matches, or work experience until I catch up.
- Participate fully in directed study tasks to support my independent learning.
- Follow the three-strike rule for absences and understand that repeated unauthorised absences may risk my place on the course.
- Treat staff and other learners with respect and follow MITSkills' Code of Conduct, Equality & Diversity, and Anti-Bullying policies.
- Follow all safeguarding, Prevent, plus health and safety rules to keep myself and others safe.
- Use mobile phones and electronic devices responsibly and never during lessons.
- Comply with academic integrity requirements (no plagiarism, use of correct referencing and not using AI e.g., ChatGPT for coursework).

What MITSkills Agrees to Provide

MITSkills will:

- Deliver high-quality teaching, learning and assessment throughout the course.

- Provide access to support for maths, English, digital skills, and personal development.
- Support learners with work experience opportunities relevant to their course.
- Offer regular feedback on progress and set targets to help achieve goals.
- Provide access to safeguarding officers, Prevent support, and Mental Health First Aiders.
- Ensure all learners are treated fairly and equally, respecting diversity and individuality.
- Provide impartial information, advice and guidance on next steps, progression, or careers.

Safeguarding & Support

- If I have concerns about myself or another person's wellbeing, I will speak to my tutor or a safeguarding officer.
- I understand support is available from the MITSkills Mental Health First Aid team.

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

| | |
|-------------------|------|
| Learner signature | Date |
| Tutor signature | Date |
| Parent signature | Date |

Section 3: MITSkills Consent Form

| |
|---------------|
| Learner name: |
|---------------|

I give consent for the following:

- To be photographed and have limited information (such as name, course, and feedback) used by MITSkills for publicity purposes, including newsletters, the website, and awards.
- To take part in day visits organised by MITSkills as part of the training programme.

I understand that risk assessments are conducted for each activity and are available on request.

| | | |
|---|--|------|
| Learner Name and signature (if aged 18 or over): | | Date |
| Parent/Guardian's Name and signature (if aged under 18) | | Date |

Section 4: Academic Commitment and Compliance Contract for Sport Learners

| | |
|--------------|--|
| Course Title | |
| Centre Name | |

At our institution, academic achievement must always take priority over sporting commitments.

Our goal is to create an environment where Sport's Learners excel both in their studies and on the field. This agreement reflects a shared commitment between learners, parents/guardians, tutors, and the Centre Lead.

By signing this agreement, all parties confirm their understanding and acceptance of the following expectations:

1. Sport Learner Status

All learners enrolled are recognised as athletes, highlighting the dual responsibility to succeed both academically and athletically.

2. Priority of Studies

Academic responsibilities come first. Being a learner always takes precedence over being an athlete, ensuring a balanced educational and sporting experience.

3. Academic Compliance

Participation in football training or matches is conditional on being up to date with academic work. Learners who fall behind will not be permitted to play or train until their work is fully up to date.

One Week Behind: If a learner is more than one week behind, they will be suspended from training and matches until compliant.

GCSE Attendance: 100% attendance in English and/or maths sessions is required to remain eligible for training and matches.

Absence - Three-Strike Rule

- **First Unauthorised Absence:** Verbal warning + suspension from the following week's training and match.

- **Second Unauthorised Absence:** Written warning + suspension from two weeks of training and matches.
- **Third Unauthorised Absence:** Suspension from three weeks of training and matches. At this stage, the learner's place on the programme may be reviewed and could be withdrawn.

4. Centre Compliance

In addition to academic requirements, all learners must follow Centre rules. This includes but is not limited to attendance, behaviour, and any other rules established by the Tutor and Centre Lead. Failure to comply may place a learner's position on the programme at risk and could result in removal. Cases will be reviewed individually.

5. Maths and English Requirements

Learners who have not achieved Grade 4 or above in maths and/or English must re-sit GCSE.

Learners who require maths and/or English will complete weekly lessons. **Learners must attend all sessions with 100% attendance.** Three consecutive unauthorised absences will result in disciplinary action and may lead to removal from the programme.

GCSE Resits: Exams take place in May. MITSkills will cover the £300 registration fee per learner. If a learner fails to attend, **MITSkills reserves the right to reclaim this cost from the learner/parent/guardian.**

Agreement

I confirm that I have read and understood the terms above.

| | |
|------------------------------------|------|
| Learner Name and Signature | Date |
| Parent/Guardian Name and Signature | Date |
| Tutor Name and Signature | Date |
| Centre Manager Name and Signature | Date |