

**Provisional**

**Application Form**

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| **PERSONAL INFORMATION** | **Title** Choose an item. |
| **First Name(s):**  |
| **Surname:**  |
| **Address** |  |
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|  |
| **Postcode:**  |
| **Telephone** | **Home:**  | **Mobile:**  |
| **Email:**  |
| **Date of Birth:** | Click or tap to enter a date. |

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| **Course Information** |
| OCNLR Level 1 Certificate in Skills for Professions in Catering, Hospitality and Tourism |
|  Start Date: September 2023 End date: July 2024 |
| The course will be taught 3 days per week between Launceston Bridge Café and The Orchard Centre |
| How did you hear about this course? | Step into Learning website |[ ]
|  | Social media |[ ]
|  | Word of mouth |[ ]
|  | Advertising  |[ ]
|  | Other:  |  |

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| **EDUCATION – PREDICTED GRADES FOR ENGLISH, MATHS AND DIGITAL SKILLS** |
| **Level** | **Subject** | **Grade achieved or predicted**  | **Date achieved if applicable** |
| GCSE or predicted GCSE | Maths |  |  |
| GCSE or predicted GCSE | English Language  |  |  |
| GCSE or predicted GCSE | English Literature  |  |  |
| GCSE or predicted GCSE | Digital Skills |  |  |

Do you have an EHCP (Education and Health Care Plan)?

Yes [ ]  No[ ]

If you ticked ‘yes’ above, then please contact your case worker at the Local Authority to let them know you would like to attend our course. The Local Authority will then consider the request.

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| **PERSONAL STATEMENT** |
| Please could you write a sentence or two to explain why you’d like to do the course: |

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| **COURSE DETAILS** |
| Below details all the mandatory and optional units. You must achieve at least 32 credits. We would like all learners to complete the units highlighted in green (mandatory) and blue (recommended) but please could you tell us by ticking which of the optional units you would like to do in order to make up the 32 credits (the optional units are highlighted in orange). Please read the guidance carefully as to how to make your selections. Learners must achieve at least 32 credits in total:* 5 credits from both mandatory units
* 12 credits from vocational units in Optional Group 1
* 6 credits from units in Optional Group 2
* the remaining credits may be taken from Optional Groups 1 and/or 2

If you need help or support with this, please contact Sharon Sproull on 01566 701827 or email info@stepintolearning.org.uk:MANDATORY

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| --- | --- | --- |
| Credit value | Unit Title | Guided learning hours |
| 3 | Introduction to Study Skills | 27 |
| 2 | Time Management Skills | 18 |

Optional Group 1 - Sub group GENERAL

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| Credit value | Unit Title | Guided learning hours |
| 3 | Professional Behaviour in the Workplace | 27 |

Optional Group 1 - Sub group CATERING

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| Credit value | Unit Title | Guided learning hours | Optional selection |
| 3 | Health and Safety for Catering, Hospitality and Tourism | 30 | n/a |
| 1 | Introduction to Food Commodities | 10 |  |
| 1 | Awareness of Allergens and Intolerants in Food | 10 |  |
| 1 | Using Kitchen Equipment | 10 |  |
| 3 | Maintaining Food Safety when Storing, Preparing and Cooking Food | 30 |  |
| 3 | Basic Food Preparation and Cooking | 30 |  |
| 3 | Prepare and Present Food for Cold Presentation | 30 |  |
| 3 | Baking Bread, Pastry, Cakes and Biscuits | 30 |  |

Optional Group 1 - Sub group HOSPITALITY

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| Credit value | Unit Title | Guided learning hours | Optional selection |
| 2 | Introduction to the Hospitality Industry | 20 | n/a |
| 2 | Safe, Hygienic and Secure Working Environments in Hospitality | 16 |  |
| 3 | Customer Service in the Hospitality Industry | 20 |  |
| 3 | Service of Food and Drinks at Table | 30 |  |
| 2 | Handling Cash Payments | 20 |  |

Optional Group 1 Sub group TOURISM

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| Credit value | Unit Title | Guided learning hours | Optional selection |
| 2 | Understanding the Travel and Tourism Industry | 20 | n/a |
| 3 | UK Tourism Destinations | 30 |  |
| 3 | Visitor Attractions | 24 |  |

Optional Group 2

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| Credit value | Unit Title | Guided learning hours | Optional selection |
| 3 | Internet Safety for IT users | 20 | n/a |
| 1 | Awareness of Mental Health and Wellbeing | 8 | n/a |
| 1 | Developing Confidence and Self - Esteem | 9 | n/a |
| 1 | Following instructions | 9 | n/a |
| 3 | Speaking and Listening Skills | 27 |  |
| 1 | Resilience Skills | 9 |  |
| 3 | Organisational Skills | 27 |  |
| 2 | Action Planning for Own Development | 16 |  |

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