



**PRE-ENROLMENT
LEARNING PACK**

**Macclesfield
College**



BTEC Level 2 Certificate in Business
BTEC Level 3 National Extended Diploma
in Business
BTEC Level 3 National Extended Diploma
in Enterprise and Entrepreneurship

WELCOME BOOKLET
2020 - 21



NAME

Empowerment through learning



WELCOME TO MACCLESFIELD COLLEGE

The course team would like to welcome you to the College and look forward to a happy and successful working partnership together.

Do not forget that college should be a time of achievement and fun. Together we hope to help you achieve your true potential in whatever you choose to do.

Below are some useful contact numbers.

Lauren Ayari - Curriculum Business Leader

E-mail address lauren.ayari@macclesfield.ac.uk

Jenny Smith - Course Leader – Level 2

E-mail address jenny.smith@macclesfield.ac.uk

Gillian Collier / Becky Lawrence – Course Leaders Level 3

Email addresses Gillian.collier@macclesfield.ac.uk
Becky.lawrence@macclesfield.ac.uk



INTRODUCTION

The purpose of this booklet is to help prepare and equip you for your new course at college. To tell you how the course is structured and to give you general information about the College.

The Qualification of the Future

BTEC qualifications enable you to get a broad qualification in many vocational areas. The qualifications will prepare you to progress to higher-level study, an apprenticeship or full time employment in the specific field.

On a BTEC programme, you will:

'learn by doing' through a wide variety of activities (such as carrying out experiments, taking part in discussions, role plays and debates, carrying out research from the internet, books, magazines and videos, doing calculations, writing reports, using ICT, going on visits, making presentations and responding to questions) and sit external examinations.

You will take responsibility for your own learning. You will be assessed on your skills and achievements as you work through the course.

You will also be studying Functional Skills or GCSE English and Maths (if you have not yet achieved a grade 4) to help your overall development and to prepare you for the world of work.



WHAT WE EXPECT FROM YOU:

You have to show us your ability to work in a responsible manner in a variety of activities across all areas of the subject. You are responsible for the day-to-day completion of your tasks and for ensuring that they are completed **within the agreed deadlines**.

We expect you to complete your assessed activities to a high standard and to present them professionally. We expect you to collect the evidence of your achievements in the various units.

Therefore, we have enclosed some activities for you, to prepare you for your new course in September 2020.

The first activity is to help develop your organisational skills, this will help you organise your college work and to meet deadlines.

The second activity is a skills audit to help you to recognise your strengths, and to identify any weaknesses you need to work on and further develop.

The third activity is to help you think about your future career choices. It is often difficult knowing what career you may want to go into. However, it is important to understand what different careers involve before making future choices.

The fourth activity is for you to research entrepreneurs and list their personal skills, how they have made their millions / billions and their net worth.

Being Organised

Introduction

How often do you run out of time to do tasks? Do you ever miss the bus or turn up late for school/college? Being organised and being able to manage your time is essential for success in every part of your life.

From creating to-do lists and filing systems to setting up your phone for alerts and alarms, we will introduce you to ways that will help you plan and use your time effectively, as well as organising yourself and your work.

Begin with some research to find out more

- 1) You Tube – Organisational skills – Shaya Lawrence
- 2) You Tube – Time Management tips – Shaya Lawrence

As you watch the video's jot down the techniques used to improve your organisational skills.



3) Google – WikiHow - ways to be better organised

As you carry out your research, make a list of techniques you can use to improve your organisational skills.

Include:-

- How to use a calendar/diary
- How to use a planner
- How to use a 'to do' list
- How to keep your home desk organised.



Some people are naturally well organised. They like everything to be neat and orderly. They work in a tidy manner – putting away one thing before getting out another. They store things in the right place, so they can always find them again. If you are like this, then you will find this useful when you get a job. This is because you will deal with many items, files and documents, and if you need half an hour's notice to find something you used recently, you will not look very efficient.

Planning your time

People talk about time in many different ways. They talk about 'wasting time', 'saving time' and 'making time'. We can do many things with time.

What do people mean when they use these phrases?

If you waste time at work then you are likely to end up with outstanding jobs at the end of the day. What is more, because you can never regain the time you have wasted, you will then have to 'make time' to do those jobs tomorrow – plus any new jobs you are given.

Task – Time wasting activities

We are all guilty of wasting time, particularly if we don't like the thought of a job we must do. Make a list of your time wasting activities.

The benefits of being well organised

- Being able to find what you need
- Being able to do a job correctly, because you can find everything you need quickly
- Being able to do more in the time available
- Being able to do what you have been asked, and not letting anyone down
- You will be punctual and on time, and will not keep anyone waiting
- If things are stored properly, they will last longer
- You will work more quickly, because everything you need is close to hand and in working order

Develop a Personal Progression Plan

A personal audit is a useful first stage in preparing for employment. It involves assessing your current knowledge and skills, then identifying areas where you are strong and those you need to develop.

TRAFFIC LIGHT SKILLS AUDIT

Use this questionnaire to identify which skills you have already mastered and which ones you still need to work on. Remember, be as honest as you can.

KEY	X No – I really need to work on this.	X Not entirely sure –I could still improve.	X Yes – I'm really confident I can do this
------------	---------------------------------------	---	--

TIME and SELF MANAGEMENT			
I am able to organise my time so that I comfortably meet all my deadlines for assignments			
I know exactly where to go for help and support if I have difficulty completing a task			
I keep a diary or calendar so that I always know when I have to attend classes and other key dates			
I arrive on time for classes, appointments and meetings			
I am aware of the things that cause me to waste time and			

am able to avoid them when I have work to complete			
I have future targets in mind regarding my education (and career) and use these to help me focus on current tasks			

CRITICAL THINKING and PROBLEM SOLVING			
I am able to use different methods for exploring a problem (academic and non-academic), such as considering different points of view or options			
I am able to consider a range of alternative solutions to a problem and predict the best one in the given circumstances			
I am able to break down a complex problem (e.g. an assignment, a question) into simple parts			
I am able to work productively with others to solve problems			
I know how to find out what is expected of me in a particular assessment task			

ORAL COMMUNICATION			
In group discussions, I listen to others and I value and respond to their contribution even if I do not agree			
I am confident that I can contribute ideas and opinions to a group discussion			
I think of relevant follow-up questions as people are speaking and ask them once they have finished			
I am confident explaining new concepts to other people			
I would be confident in giving a presentation to my peers			

WRITTEN COMMUNICATION			
I am confident that I can structure an assignment in paragraphs in order to communicate my ideas effectively			
I am confident that I can write in an appropriate academic style for my subject			
I am confident that my written work has no grammatical, punctuation and spelling errors before I submit it			
I have an effective method for organising and planning the information that I want to put into a written assignment such as an outline plan or a 'mind map'			
I understand what plagiarism is and how to avoid it by clearly referencing my work			
I can use sources effectively to make my argument convincing and show that I am well-informed about the topic			
I am confident that I know the correct format and style for formal letters and documents, such as covering letters and			

CVs			
I am able to produce useful and meaningful written notes from a lecture, presentation or demonstration that capture the key points			

INFORMATION LITERACY: READING			
I am confident in gathering information from a wide variety of sources such as books, journals, on-line data-bases and the internet.			
I think about what I need to find out before I start reading (am I reading to verify facts, to understand a subject in general or to analyse a particular argument?)			
I make useful, easy to follow notes while I am finding information for an assignment or project			
I can identify the points in a text which convey the author's main arguments and distinguish these from supporting examples and references			

NUMERACY			
I am confident that I have the numerical and statistical skills needed to succeed on my course			
I am able to interpret information presented in graphs, charts, tables and diagrams.			

Once you have completed the skills audit, and identified areas where you need to improve, look at the suggestions below to help you to improve your areas of weakness.

<p><u>How can I develop these skills?</u></p> <p>Time and Self-management Prioritise and manage time to get a work/study balance Use feedback from tutors to set targets and improve Find a study partner or study group to help motivate each other Join a sports team or society to encourage motivation (training/preparing for an event or organising life around fixtures/events) Use resources on time management and study Do work experience/work placement/volunteering</p>	<p>Problem solving Complete assignments in a methodical way by reading the question, considering what information you need to answer the question, researching, exploring alternative ideas and communicating your ideas effectively Contribute effectively to group projects on your course Share a flat – successfully (paying bills, organising housework etc.) Join a student society to get experience organising activities and events Use resources on critical thinking. Do work experience/work placement/volunteering</p>
<p>Oral communication Contribute effectively in seminars and group discussion Talk about the ideas presented to you on your course with a study partner/group Practise your presentation skills and get some feedback for your assignments or a job interview Become a student rep to improve your listening and communication skills Attend events that involve meeting new people Take part in team sports or other activities that involve group work e.g. a band, student societies Use resources on presentation and communication skills Do work experience/work placement/volunteering</p>	<p>Written communication Complete assignments and look carefully at any feedback to find any areas for improvement Get feedback on your writing from a study partner Read widely to see good examples of writing in your subject Practice writing informally on a blog or in a diary Use resources on academic writing. Do work experience/work placement/volunteering</p>
<p>Information literacy Do thorough research for your assignments, using a range of resources Know who your Librarian is and how to contact them if you need help</p>	<p>Numeracy Complete any assignments that require numerical skills Practice your skills using example problems and discuss</p>

<p>Read widely, from your reading list and beyond, to experience a range of approaches to your subject</p> <p>Talk about your reading with your study partner/group</p> <p>Take notes that are informative and useful. Practice using different note making styles to find one that suits you</p> <p>Use resources on reading, note making and critical thinking skills</p> <p>Do work experience/work placement/volunteering that involves working with information</p>	<p>these with a study partner/group</p> <p>Use resources on maths, numeracy and statistics</p> <p>Do work experience/work placement/volunteering that involves working with numbers.</p>
--	--

Career Search

It is often difficult knowing what career you may want to go into. However, it is important to understand what each career involves before making future choices.

Your task:

Use the Internet to research **three** careers that you are interested in and complete the table below.

	Career 1:	Career 2:	Career 3:
What is involved in this career?			
What are the different job roles?			

	Career 1:	Career 2:	Career 3:
What qualifications are needed?			
Other important information			

Entrepreneurs

Your task:

Using the internet, research the following entrepreneurs:

- Richard Branson
- Mark Zuckerberg
- Jeff Bezos
- Paris Hilton

Identify their personal skills, how they have made their fortunes and their net worth.

Entrepreneur	Personal Skills	How have they made their millions / billions?	Net worth
Richard Branson			
Mark Zuckerberg			
Jeff Bezos			
Paris Hilton			

We hope you have found these activities helpful. We look forward to working with you from September 2020.
If you require any further information about your course or the College, please email lauren.ayari@macclesfield.ac.uk