

ASPIRE ACADEMY

Prospectus

2024 -25

LIFE AT ASPIRE ACADEMY - WWW.ASPIREACADEMI.CO.UK



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Welcome Message

Welcome to Aspire Academy, where your journey towards excellence begins! We are delighted to have you join our vibrant community of learners and educators. At Aspire, we are committed to providing a nurturing environment that fosters intellectual growth, creativity, and critical thinking. Our dedicated faculty and comprehensive curriculum are designed to empower you with the knowledge and skills needed to thrive in today's dynamic world. Whether you're pursuing academic excellence or personal development, we are here to support you every step of the way. **Together, let's achieve greatness and unlock your full potential.** Welcome aboard!

Awarding Organizations, we work with

Open Awards

Open Awards is an Awarding Organisation approved by **Ofqual, QiW** (Qualifications in Wales) and an Access Validating Agency approved by the **Quality Assurance Agency for Higher Education (QAA)**. We provide Ofqual regulated qualifications and units across a range of sectors, QAA Access to Higher Education Diplomas and also offer bespoke quality endorsed units and flexible learning solutions.

Why study English and Maths at ASPIRE?

Studying Functional Skills Qualifications in English (RQF) and Maths (RQF) at our academy provides a robust foundation for your academic and professional growth. Here are the reasons to choose our academy:

Experienced Educators: Our highly qualified and dedicated instructors deliver personalized instruction, ensuring you understand and master essential skills in both subjects.

Comprehensive Curriculum: Our courses cover all key areas of English and Maths, focusing on practical application to enhance your everyday problem-solving and communication abilities.

Flexible Learning Options: We offer a variety of class schedules, including evening and weekend sessions, to fit your busy lifestyle and commitments.

Supportive Learning Environment: Our academy fosters a welcoming and inclusive atmosphere, encouraging collaboration, confidence, and continuous improvement.

Career and Academic Advancement: These qualifications are widely recognized by employers and educational institutions, providing a pathway to further education and better job opportunities.

Modern Learning Resources: We provide access to state-of-the-art learning facilities and resources, ensuring an engaging and effective educational experience.

Practical Skills for Real Life: The focus on real-world application helps you develop essential skills for everyday tasks, making you more self-sufficient and prepared for various challenges.

Individual Support: We offer personalized support services, including tutoring and career guidance, to help you achieve your educational and career goals.

By choosing our academy for your Functional Skills Qualifications in English and Maths,

“you are investing in a brighter, more successful future”. Join us and take the first step towards unlocking your full potential!



| Level | Awarding Body | Programme |
|---------------|---------------|--|
| Entry level 3 | Open Awards | OPEN AWARDS ENTRY LEVEL 3 Functional Skills Qualification in English |
| Level 2 | Open Awards | OPEN AWARDS LEVEL 2 Functional Skills Qualification in English |

Open Awards Entry Level 3 Functional Skills Qualification in English

Q Code: 603/4896/3

Level: Entry Level 3

About Functional Skills

Functional Skills qualifications provide reliable evidence of a learner's achievements against demanding content that is relevant to the workplace. They provide assessment of a learners' underpinning knowledge as well as their ability to apply this in different contexts. They also provide a foundation for progression into employment or further technical education and develop skills for everyday life

A key aim for Functional Skills English qualifications is that they should enable the learner to develop confidence and fluency in, and a positive attitude towards, English.

Learners are required to demonstrate their competence in English by using it in real-world situations as well as to demonstrate a sound grasp of basic English knowledge and skills.

Achievement of the Qualification

To achieve the qualification, learners must successfully pass all three assessment components at **Entry Level 3:**

- ☑ One externally set, internally marked and externally quality assured assessment in reading.
- ☑ One externally set, internally marked and externally quality assured assessment in writing.
- ☑ One internally set, internally marked and externally quality assured assessment (comprising of two sub-tasks) in speaking, listening and communicating (SLC).

A learner is awarded 'pass' or 'fail' for each component. If a learner does not achieve a 'pass' result in any of the components, they will be issued with a 'fail' result for that component.

A learner must achieve a 'pass' result in all three components in order to achieve a 'pass' result for the qualification.

Learners who have met the pass threshold for all three components of the Entry Level 3 qualification in Functional Skills English will be issued with a certificate, notifying them of their 'pass' result and will be awarded with the Open Awards Entry Level 3 Functional Skills Qualification in English.

The three components can be achieved separately over time. However, certification will not take place until all three components have been achieved at Entry Level 3. Each component contributes equally to the achievement of the qualification. A learner is able to carry forward a 'pass' result for any of the single components from a previous attempt at the same level, either with Open Awards or any other awarding organisation. Please see the 'Assessment Methods' section below for more information.

Total Qualification Time/Guided Learning

Total Qualification Time (hours) 55

Guided Learning (hours) 55

Assessment Method Summary

Achievement of our English qualifications is through successful completion of three individual component task-based assessments at Entry Level 3 which are:

Reading

- ☑ Externally set by Open Awards
 - ☑ Internally marked and quality assured by the provider
 - ☑ Externally quality assured by Open Awards
- (Total Marks Available: 18)

Writing

- ☑ Externally set by Open Awards.
 - ☑ Internally marked and quality assured by the provider.
 - ☑ Externally quality assured by Open Awards
- (Total Marks Available: 36)

Speaking, Listening and Communicating

- ☑ Internally set by the provider (following the structure of the sample assessment set by Open Awards)
- ☑ Internally marked and quality assured by the provider
- ☑ Externally quality assured by Open Awards

The assessment tasks are based on real-life contexts. Contexts may be based on:

- ☑ Work and education.
- ☑ Community, citizenship, and environment.
- ☑ Family, home, and social issues.

The amount of time allocated for each assessment is:

- ☑ Reading: 45 minutes.
- ☑ Writing: 50 minutes.
- ☑ Speaking, Listening and Communicating: 30 minutes.

The total assessment time is 125 minutes

Open Awards Level 2 Functional Skills Qualification in English

Qualification code: 603/4605/X

Level: 2

About Functional Skills

Functional Skills qualifications provide reliable evidence of a learner's achievements against demanding content that is relevant to the workplace.

They provide assessment of learners' underpinning knowledge as well as their ability to apply this in different contexts. They also provide a foundation for progression into employment or further technical education and develop skills for everyday life.

A key aim for Functional Skills English qualifications is that they should enable the learner to develop confidence and fluency in, and a positive attitude towards, English.

Learners are required to demonstrate their competence in English by using it in real-world situations as well as to demonstrate a sound grasp of basic English knowledge and skills.

Purpose of Functional Skills English for Level 2:

a qualification to demonstrate the ability at an appropriate level to read, write, speak, listen and communicate in English, and to apply this knowledge and these skills in familiar situations. Achievement of these qualifications can provide the basis for further study at Levels 2.

Achievement of the Qualification

To achieve the qualification, learners must successfully pass all three assessment components at Level 2:

- ☑ One externally set and marked assessment in reading
- ☑ One externally set and marked assessment in writing
- ☑ One externally set*, and internally assessed assessment (comprising of two tasks) in speaking, listening and communicating (SLC)

A learner is awarded 'pass' or 'fail' for each component. If a learner does not achieve a 'pass' result in any of the components, they will be issued with a 'fail' result for that component.

A learner must achieve a 'pass' result in all three components in order to achieve a 'pass' result for the qualification.

Learners who have met the pass threshold for all three components of the Level 2 qualification in Functional Skills English will be issued with a certificate, notifying them of their 'pass' result and will be awarded with the Open Awards Level 2 Functional Skills Qualification in English.

The three components can be achieved separately over time. However, certification will not take place until all three components have been achieved at Level 2. Each component contributes equally to the achievement of the qualification. A learner is able to carry forward a 'pass' result for any of the single components from a previous attempt at the same level, either with Open Awards or any other awarding organisation.

Total Qualification Time/Guided Learning

Total Qualification Time (hours) 60

Guided Learning (hours) 55

Entry requirements

There are no restrictions on learner entry to these qualifications. However, it is recommended that learners undertake a comprehensive initial diagnostic assessment to ensure that they are following an appropriate learning programme leading to a summative assessment.

Assessment Method Summary

Achievement of our English qualifications is through successful completion of three individual component task-based assessments at Level 2 which are:

Reading

☑ Externally set by Open Awards

☑ Externally marked by Open Awards

(Total Marks Available: 30)

Writing

☑ Externally set by Open Awards

☑ Externally marked by Open Awards

(Total Marks Available: 60)

Speaking, Listening and Communicating

☑ Externally set assessment

☑ Internally assessed and quality assured by the centre

☑ Externally quality assured by Open Awards

The assessment tasks are based on real-life contexts. Contexts may be based on:

☑ Work and education

☑ Community, citizenship and environment

☑ Family, home and social issues

The amount of time allocated for each assessment is:

☑ Reading: 1 hour

☑ Writing: 1 hour

☑ Speaking, Listening and Communicating: 30 minutes

The total assessment time is 2 hours and 30 minutes.

Maths Functional Skills Qualifications will assess knowledge and skills across three subject areas:



Using numbers and number systems



Use of common measures, shapes and space



Handling Information and Data

| Level | Awarding Body | Programme |
|---------|---------------|--|
| Level 2 | Open Awards | OPEN AWARDS LEVEL 2 Functional Skills Qualification in Maths |

Open Awards Level 2 Functional Skills Qualification in Mathematics

Qualification code: 603/4806/9

Level: Level 2

About Functional Skills Qualifications

Functional Skills qualifications should provide reliable evidence of a learner's achievements against demanding content that is relevant to the workplace. They need to provide assessment of learners' underpinning knowledge, as well as their ability to apply this in different contexts. They also need to provide a foundation for progression into employment or further technical education and develop skills for everyday life.

A key aim for Functional Skills Mathematics specifications is to enable the learner to demonstrate a sound grasp of mathematical skills at the appropriate level and be able to apply mathematical thinking effectively to solve problems successfully in the workplace and in other real-life situations.

Purpose of Functional Skills Mathematics for Level 2:

A qualification for work, study and life. Achievement of the qualification demonstrates a sound grasp of mathematical skills at the appropriate level and the ability to apply mathematical thinking effectively to solve problems successfully in the workplace and in other real-life situations.

Achievement of the Qualification

To achieve this qualification, learners must successfully pass at Level 2:

☑ One externally set and marked assessment in Mathematics (including a calculator and non-calculator section).

A learner is awarded a 'pass' or 'fail' result for the qualification.

Qualification Time

Total Qualification Time (TQT) 60

Guided Learning (hours) 55

Entry requirements

There are no restrictions on learner entry to these qualifications. However, it is recommended that learners undertake a comprehensive initial diagnostic assessment to ensure that they are following an appropriate learning programme leading to a summative assessment.

Assessment Method

Achievement of the Functional Skills Mathematics qualifications is through successful completion of a task-based assessment at Level 2 which are:

☑ Externally-set and externally marked assessment paper, including a calculator and non-calculator section.

The assessment tasks are based on real-life contexts. Contexts may be based on:

☑ Work and education

☑ Community, citizenship and environment

☑ Family, home and social issues

The amount of time allocated for the assessment is 2 hours.

The assessment is split into the following sections:

☐ Section A: 30 minutes (non-calculator) – worth 25% of the marks

☐ Section B: 1 hour and 30 minutes (calculator) – worth 75% of the marks

All assessments must be taken under controlled assessment conditions.

The assessment can be carried out by either on-screen or by paper-based modes of delivery.

Student Support

Everyone from time to time needs a bit of support – someone to talk things over with other than a personal friend. The Student Welfare Service is available to all students who may be experiencing problems while at AA. Problems can range from difficulties with coursework, financial difficulties, health issues, bullying or family problems. Whatever it may be, we can help.

The Student Welfare Team can help with specific problems on a regular basis or may be able to put the student in touch with external agencies if necessary. The team aims to offer support that is responsive to student needs in a confidential and non-judgmental manner. The team is friendly, approachable and available throughout the academic year. Details of the student welfare team will be provided to all students at the time of induction.

Academic Support:

Personal Tutorials: Each student is assigned personal tutors throughout the course who provide individual and collective support and advice on their success and development.

Our academic team is dedicated to helping students realize their academic potential and move into independent learners. Academic writing, speaking, employability skills are supported in the form of CV writing, interview techniques, notes and Harvard references to improve career prospects and personal development.

Disability Support:

Students are encouraged to report any disabilities/learning needs at the time of application to determine their support needs. Regular meetings with students are held throughout the term to assess the effectiveness of the support currently available and to determine if additional support is needed.

Mental Health Support:

Mental health encompasses our emotional, psychological and social well-being. It affects how we think, feel and act. It also helps determine how we deal with stress, interact with others and make choices. Mental health is important at all stages of life, from childhood and adolescence to adulthood.

Financial Support:

Depending on the student's circumstances, Academy offers Scholarships and Grants, Financial Aid Packages, Cost Reduction Strategies, Application Fee Waivers and Discounts

Students experiencing financial difficulties during the course are advised to discuss the matter with the management team as soon as possible. Individual circumstances will be considered.

Careers Support:

We ensure that students are given the opportunity to develop their career skills to help them either return to work or progress in their current workplace or go on to higher education.

The academy works with HE providers to support those students progressing onto degree programmes.

Extracurricular Activities:

The academy has a variety of extracurricular activities taking place alongside the academic programme.

Throughout the year, activities are organized inside and outside the academy to encourage students to socialize and enjoy a sense of community involvement.

Participating in these events gives students the opportunity to enhance and share their experiences, connect with students across the academy and find a balance between academic and social life.

The student welfare team can be contacted via email support@aspireacademi.co.uk

Admissions Policy and Procedure

Introduction

ASPIRE Academy is committed to deliver a responsive curriculum that provides opportunities for all and supports the development of the local and international workforce and the local economy. Courses available range from Entry Level through to Foundation year and we aim to offer all students a suitable programme of study which best meets their learning needs and aspirations.

Entry Requirements

Many of the programmes of study have minimum entry requirements which will be published in the prospectus and on the Academy web site. These requirements must be met and will be discussed with the applicant at interview. Students will be screened at interview to assess their levels of literacy and numeracy.

Confirmation of a place

Once an application has been received by the Academy, a Student Adviser will make contact with the applicant to arrange an interview. At this stage the student will be guided through the entry requirements and the content of the course. Once the programme of study has been agreed, a formal conditional offer will be sent to the student confirming their place.

If a student declares that they have criminal convictions, the application will be referred to Student Services (Support) before a formal offer is made. Students who have declared a learning disability will be referred to Learning Support to ensure that an appropriate support package can be arranged.

Course Confirmation

All applicants must:

- Provide evidence of their previous achievements
- Satisfy requirements for admission to the proposed programme of study
- Undertake further assessment or provide information as necessary

Fees

There are enrolment or tuition fees for students set out by the academy. Most basic materials including books and handouts are made available to students but there may be charges for trips and visits and specific course materials.

Equal Opportunities

The Academy will always operate within the terms of current legislation for Equality and Diversity. In cases where applicants have additional needs or special requirements, the Academy will discuss these with the student and their parents/carers at an early stage in the application process so that they can make all necessary arrangements to meet those needs by the start of the academic year.

Safeguarding

The Academy takes its responsibilities for Safeguarding extremely seriously. All students attending the Academy are asked to declare any criminal convictions that they may have or are pending. Criminal convictions are not necessarily a barrier to entry for study at the Academy. However, a student risk assessment will be carried out and the Academy reserve the right to contact agencies such as the Independent Safeguarding Authority, Criminal Records Bureau, Police and Youth Offending Teams if they feel this is necessary.

Reasons why a student may not be offered a place on their preferred programme of study

The Academy aims to provide all applicants with a programme of study which suits their individual needs. A student will not be admitted to a programme if:

- They are unable to demonstrate that they hold the minimum entry requirements;
- They are seeking to undertake a programme which is not in their best educational interest
- They have a criminal conviction which bars them from certain areas of work and they wish to follow a programme which would normally lead to that type of work;
- There are other circumstances which questions their suitability for a course

If the Academy is unable to accept a student on their chosen programme of study, they will offer appropriate advice and guidance to enable the student to make other choices. A student will only be refused admission to the Academy if it proves to be impossible to provide alternative, appropriate study for them. Any refusal to admit can only be agreed by the Head of Student Services who has overall responsibility for student admissions.

Admissions Procedures

Aspire Academy does not accept any students under the age of 18

To secure a place, please apply as early as possible. Students applying from overseas and need to apply for Entry Clearance can apply up to 6 months in advance of the course start date. International students must provide all the information listed on the application form, including evidence of their financial ability to pay for their tuition fees and living expenses in the UK.

Step 1: Application Submission

- [Complete the Application Form](#)

As part of the application, students must provide the following:

- Copies/originals of all academic documentation, including transcripts, certificates, etc. (a certified translation is required if documents are not in the English Language)
- Two recent passport-size photographs
- Valid passport/ID card
- Evidence of your English Language proficiency (if applicable)
- Work experience documents (if applicable)
- A CV

- We will ask you to provide original documents for verification at the time of enrolment. (International students only)

- **All students must read the Terms & Conditions before applying.**
- **Students are advised to familiarize themselves with the following policies:**

- o Refund Policy
- o Tuition Fee Policy
- o Complaints Policy & Procedure

These policies can be found at <https://aspireacademi.co.uk/policies/>

- **Send your application via email with all required documents**
email: admin@aspireacademi.co.uk

Step 2: Assessment

- Application assessment will take place according to the admission Policy. The applicant will be called for an online interview (for International Applications). Applicants will also undertake an initial assessment to indicate the English Language, Maths and ICT levels.
- Successful applicants will receive a Conditional or Unconditional Offer.

Step 3: Tuition Fees

• International Students

o Payments can be made in the form of a cheque/demand draft or bank transfer payable to ASPIRE ACADEMY LTD **ONLY** within 14 days from the date of the acceptance of the offer.

- International students are required to pay a deposit of 50% of the fees in advance. The remaining fees for the course will be due at the time of enrolment.
- o Students are requested **NOT** to make any payments to any third party with respect to tuition fees. ASPIRE ACADEMY LTD will not be held responsible if a student makes a payment to any third party.

Step 4: Applying for Entry Clearance/VISA - International

- International Students requiring a Visa to study in the UK can apply for Entry Clearance up to 3 months before the commencement date of their course.
- Students must inform the academy about the outcome of their Entry Clearance/VISA application. Successful applicants must notify the academy of their arrival date and send a copy of their Entry Clearance/VISA. If entry clearance/further leave to remain is refused, students must contact the academy via email: admin@aspireacademi.co.uk

Contact Details

For further information regarding your admission or related enquiries, please contact the admissions team via the following.

Aspire Academy London

Unit 1, Kataria Point, 1 Riches Road,
Ilford, IG1 1JH

Web: <https://aspireacademi.co.uk/>

Email: admin@aspireacademi.co.uk

Phone: +442035763564