



League
Football
Education

lfe.org.uk



Welcome to the Community Trust Study Programme

September 2022



Established by



Contents

- 3 Welcome
- 4 Mission
- 5 About Us
- 6 Our Partners
- 8 Keeping You Informed
- 10 Club Partnerships
- 18 Player and Staff Testimonials
- 20 What the learners say...
- 22 CT Study Programme
- 27 FS English and Maths
- 27 GCSE English and Maths
- 28 CT Study Programme Timeline
- 30 Football Training and Games Programme
- 31 Study Support
- 32 Celebrating Success
- 36 Financial Support
- 37 Safeguarding
- 38 Equality and Diversity
- 39 Health and Safety Reporting
- 40 Progression
- 41 LFE Expectations
- 42 Quality Assurance
- 43 FAQs

Welcome to the CT Study Programme

League Football Education, in partnership with the EFL and the EFL Trust, offers 16-18-year-old (male and female) learners the opportunity to study sport-related qualifications while representing their club at football.

Learners will take part in an Education and Skills Funding Agency (ESFA) funded study programme, improving their knowledge of sport and applying this to the practical element of their programme to develop their technical, tactical and physical ability. Upon completion of the course, learners can progress on to university or full-time employment.

We realise that for many youngsters the Study Programme is both an exciting but daunting proposition, so the purpose of this booklet is to try and provide you with the information that will help you better understand the learner journey.

LFE will work hard to provide a supportive environment to allow learners to thrive, although research has shown that positive input from parents/guardians is also vitally important.

Over the next two years, every learner will face many challenges as they make the transition from full-time schooling to the demands of training and studying every day.

This time will only come around once, so I would encourage all learners to enjoy this experience and realise that it is essential to give 100% towards their training and education.

We hope this booklet gives you a good introduction to LFE and answers many of your questions, but if not, a list of LFE contacts is available in this guide for you to approach for any further guidance.



Sarah Stephen
Chief Executive

Mission

Inspiring young people through football and providing them with an outstanding education programme that empowers them to reach their full potential in life.



About Us



Who is LFE?

LFE was established by The English Football League and The Professional Footballers' Association to manage the Apprenticeship programme and CT Study Programme.

LFE has a network of staff working across the country, dealing with club and college staff to support learners throughout their programme. LFE aims to help all learners achieve their full Study Programme and support learners moving into positive destinations at the end of the programme.

Why is LFE here?

LFE manages and operates the Apprenticeship Programme and CT Study Programme on behalf of English Football League clubs and their Community Trusts.

LFE is funded by the Education and Skills Funding Agency, the European Social Fund and by football.

CT Study Programme Regional Officers are your direct link to LFE and are on hand to offer help and advice during the next two years and to ensure that learners are given the best chance possible to fully benefit from their programme.

The Regional Officer responsible for your club should be your first point of contact with LFE, although you can also speak to central office staff.

Contact information for all staff can be found on the back page.



Did you know...

Our CT Study Programme Regional Officers visit learners on a regular basis to monitor progress. Any problems or concerns can be raised then.

Our Partners



The EFL (English Football League) is the largest single body of professional clubs in European football and is responsible for administering and regulating the EFL, Carabao Cup and Papa John's Trophy, as well as reserve and youth football.

Formed in 1888 by its 12 founder members, the EFL is the world's original league football competition and is the template for leagues the world over. It has 72 member clubs, each of which embodies the unique heritage, pride and passion of the communities they represent.

The EFL Brand and Values

The EFL is a unique sporting property. The world's original league football competition, it encapsulates a vast and diverse range of activities day in, day out through the identity and work of its 72 member clubs, providing an engaging football experience for everyone. Whatever your reason to love football, the EFL offers something for you.

Aspiration

The EFL delivers against the aspirations of every supporter, club, player and stakeholder to excel within the game. The ambition of EFL clubs, players and fans is at the heart of the competition, with every game important in the battle for promotion, or to avoid relegation. Sitting at the heart of the English league pyramid, the EFL competition silverware is amongst the most prized in football.

Credibility

As the world's first professional football league, the EFL is world-renowned as the pioneering body within the origin of footballing competition. Its attraction has stood the test of time with over 16 million fans going through the turnstiles at matches across the three divisions each season, making the EFL the most-attended sports property in the UK.

Community

All EFL member clubs have a prestigious place within the heart of their respective communities. The 72 clubs actively represent the interests of their towns and cities coming together on a local and national level to positively impact on the societies they serve for the betterment of all. Underpinned by the services and projects of the EFL Trust and the individual club trusts within that network, the EFL is a place where clubs, fans and communities can come together to enjoy a unique and shared experience.

Community & Education Football Alliance (CEFA) League

The CEFA League is a football competition with teams representing EFL Club CT's in regional leagues, progressing to National Play-Offs and Finals.

It provides students with the opportunity to participate in a football competition governed professionally by EFL, sanctioned by The FA with due consideration of requirements laid down by FIFA and UEFA.

The competition is aimed at providing playing opportunities for young people with a passion for football, regardless of ability. The competition aims to inspire young people to achieve their education goals and develop life skills through football.



EFL Trust is the official charity of the English Football League and uses the power of sport to improve lives and make a positive contribution across 72 communities across the country.

The Trust unites the work of the 72 EFL Club Community organisations to tackle society's greater goals by inspiring people through powerful projects built upon a foundation of four key themes of sport, education, community engagement and health.

The Trusts across the network engage with around 1 million participants every year, employ over 2,400 employees and attract over £62m in funding for community projects.

Based in the heart of their communities, the Trusts use the magnetism of their club badge to connect with people that other organisations may struggle to reach.

Inspiring Education and Opening up Employment Opportunities

They work with people, young and old, to develop both academic qualifications and skills for life. Their network provides various ways of breaking down the barriers and enabling people to find employment, especially if traditional routes have not been successful for them.

The 72 Community Trusts provide positive, inspiring learning environments that are used to engage the local community to develop skills for life, raise awareness of important issues and open up opportunities for employment.



Keeping You Informed

LFE is committed to supporting all learners throughout and beyond their Study Programme.

LFE has developed a number of channels to engage everyone associated with the programme.

The website and social media channels are the first port of call for the latest news.

LFE utilises an e-learning platform to manage the education programme and to provide learners with useful guidance and information on a variety of real life issues.

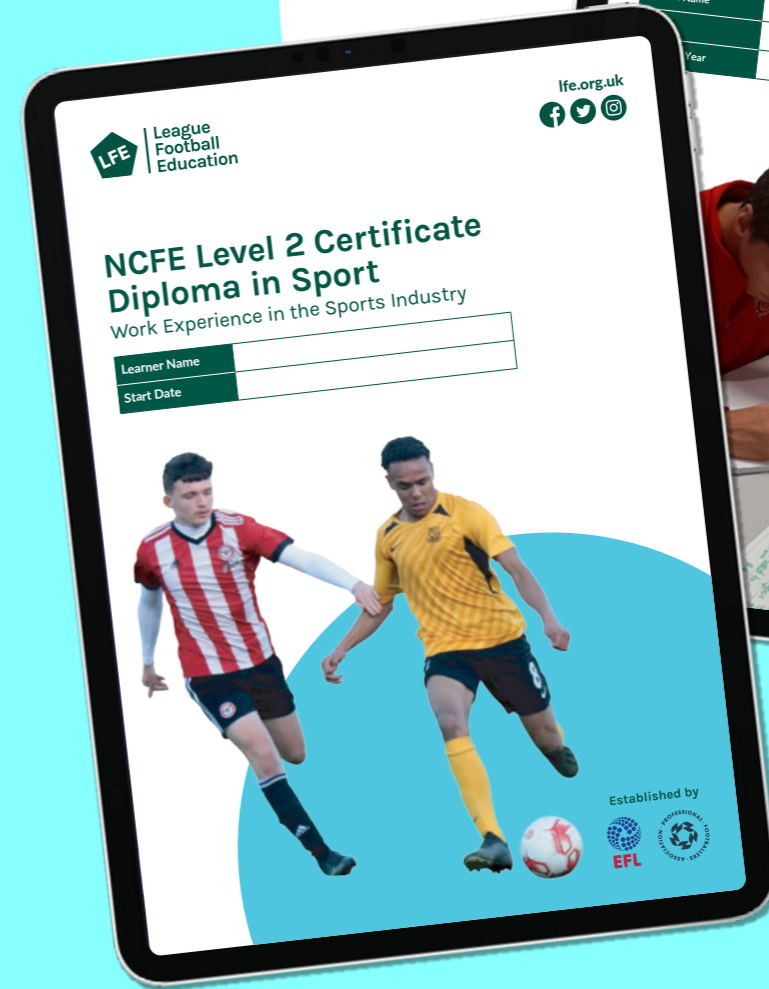
Digital & Social Media

Follow us online and via Twitter, Instagram, Facebook and YouTube to stay ahead of the latest developments.



Publications

Publications include our guides to support players considering Higher Education or soccer scholarships in the USA.



Face-to-face

LFE staff support learners throughout and beyond the two-year programme to help them realise their potential.

Club Partnerships

Accrington Stanley Community Trust



Stanley Sports Hub, Thorneyholme Road,
Accrington BB5 6BD

01254 475013

www.stanleytrust.co.uk/

Accrington Stanley Community Trust is a non-profit, self-funding registered charity and community organisation working within the Hyndburn community since 2007. The Trust work with a wide variety of partners which enables them to deliver a diverse range of activities to the local community. All community provision aligns with one of the club's four core strands of Sport, Education, Health and Inclusion, ensuring the Trust can meet the needs and interests of the local community.

The Community Trust has been recognised for their commitment and dedication to providing high quality services and provision over recent years. In 2018, the Community Trust won the 'Not for Profit' Business of the Year at the Hyndburn Business Awards, following this up in 2019 as joint winners, along with Accrington Stanley Football Club, of The Beacon Award which recognises a local business that is an inspiration for all in the borough.

To further develop the fantastic work that is delivered, in March 2020 the Trust moved into its very own brand new £2m sports facility. Stanley Sports Hub is now the home of the Community Trust office and comes equipped with classrooms, changing rooms, a cafeteria, in addition to a full size 3G pitch and grass pitches. Study Programmes have been delivered by the Trust since 2011 and have had a fantastic success rate over the years. Over 200 students have received qualifications whilst studying with us, and we also offer two Foundation Degrees in partnership with the University of South Wales. With a new chapter beginning at the Stanley Sports Hub, the Trust is perfectly placed to enhance all aspects of their delivery.

Birmingham City FC Community Trust



St. Andrew's Stadium, Cattell Rd,
Birmingham B9 4RL

0121 772 0101

www.bfcf.com/more/community

Birmingham City FC Community Trust is a registered charity who are committed to helping people to realise their potential and support them to achieve success by creating opportunities which are meaningful and of benefit to our communities.

With a team of 20 permanent members of staff plus additional casual coaches and a bank of valuable volunteers we deliver a wide range of high-quality activities and programmes within the inner city and surrounding areas.

Our education programme is in its 15th year and has grown from a single post 16 programme to become one of the largest Football and Education programme for both male and female learners within the Midlands.

The programme is unique in that it provides an academic study programme with 3 coaching sessions per week delivered by professional and qualified academy coaches and also includes match fixtures in the EFL Community Leagues.

Combined academic and football studies means that students benefit from high standard tuition including pastoral support and mentoring, individual development both on and off the pitch and access to additional qualifications to support and enhance their learning and future career opportunities within the sports industry.

Our whole approach to our education programme is to provide each individual learner with the opportunity to progress into a career within the sporting industry.

Our aim and vision is to deliver something for everyone and positively change the lives of the people who need us.

Blackpool FC Community Trust



Blackpool F.C., Seaside Way,
Blackpool FY1 6JJ

01253 348691

www.bfcct.co.uk

Blackpool FC Community Trust (BFCCT) is the official charity of Blackpool FC, based at Bloomfield Road Stadium. Working with residents as young as two years old up to adults in the later stages of life, BFCCT provide a diverse range of programmes to increase social inclusion opportunities; improve physical fitness, health and education; and lessen involvement in anti-social behaviour.

BFCCT constantly evolves to support local need and by linking with local partners we can increase our impact on the town.

In addition to the wealth of programmes out in the community and local schools, BFCCT provide several education opportunities on site. These include an alternative to mainstream schooling for Year 10 and 11 students; Traineeships for those not currently in work or education; as well as full-time education offers as part of Blackpool FC Sports College.

Our courses give students the chance to develop academically and socially, giving them the knowledge, skills and experience to succeed in their chosen career. Studying at Blackpool FC Sports College gives students the unique opportunity to learn within a functioning sports organisation, based within a professional football stadium. This means our students can speak to, and learn from, current professionals working in the sport, fitness and leisure sector.

We care about our students' future and pride ourselves on providing a safe and stimulating environment to learn. We have strong partnerships with local employers and organisations, and this is embedded into college life to ensure all students gain the experience required to progress onto the next level course or into employment.

Bradford City FC Community Foundation



Valley Parade,
Bradford BD8 7DY

01274 706850

www.bradfordcityfitc.org.uk

Bradford City Community Foundation is a self-funded charity whose main aim is to promote the improvement of health and well-being of the local community through the medium of football and multi sports. It aims to encourage more people of all ages, race, gender and ability to play football and multi sports whilst educating them in the areas of health and fitness.

With 18 full-time members of staff, plus additional casual coaches, the Foundation is able to fulfil their commitment to schools around Bradford and the surrounding areas, offering provision to over 20,000 young people a year through their work in schools and the popular Premier League Primary Stars programme. It provides a BTEC Level 3 qualification to post-16 learners, a foundation degree to 18+ and also literacy, reading and numeracy to primary children to improve low achievers confidence in these subjects.

Bradford has a committed National Citizen Service (NCS) team based in Calderdale who provide the NCS programme to around 500 participants each year (aged 16-18), an excellent programme which builds confidence and prepares young people for the wider world. Finally, they run a thriving Disability Football Club who meet twice a week and play matches on a weekend, and also attend local tournaments, including a yearly trip to Holland.

Club Partnerships

Bristol Rovers Community Trust



Memorial Stadium
Filton Ave, Bristol BS7 0BF
0117 952 2581
www.bristolroverscommunity.org.uk

Bristol Rovers Community Trust works with a wide spectrum of the community offering social inclusion, health, education and sports participation projects to give people the opportunity of enhancing and improving their life choices. It aims to engage and inspire people of all ages as well as unite the communities in which they live in.

The Trust was launched in 1992 as part of the PFA's nationwide Football in the Community initiative, designed to encourage children to play football and support their local club. Since then, the Community Trust had rapidly evolved, achieving charitable status in 2001 and winning Bristol Charity of the year at the Bristol Life Awards in 2018. As a Trust, they offer four exciting courses which combine academic studies with a sporting experience, where students represent Bristol Rovers Football Club in competitive EFL fixtures.

Carlisle United Community Sports Trust



Brunton Park, Warwick Road,
Carlisle CA1 1LL
01228 554169
www.carlisleunited.co.uk/community

Carlisle United Community Sports Trust works with over 20,000 kids, young adults and adults through their wide range of daily initiatives. Their aim is to 'inspire all participants to achieve their goals by delivering high quality innovative programmes through the power of Football and Sport'. They achieve this via four key themes: **Sport, Education, Inclusion and Health.**

They have recently been recognised for their work by winning the 'Social Enterprise' and 'Community Involvement' awards at the Cumbria Business Awards. In addition, they have won the 'Sport City Award' at the Carlisle Living Awards.

Their main initiatives are: Premier League Primary Stars, National Citizen Service (NCS), Mental Health Football, Walking Football and Premier League Girls Programme.

In addition, the Trust has a strong education pathway with many of their Study Programme learners progressing on to the Community Coaching & Development Degree (in partnership with the University of South Wales).

They have been successfully running the study programme for five years and have a 100% pass rate.

They also excel on the pitch and have won five league titles and two national competitions.

Derby County Community Trust



14 Pride Point Drive,
Derby DE24 8BX
01332 416140
www.derbycountycommunitytrust.com

Derby County Community Trust is committed to encouraging participation and achievement in sport, improving health and well-being, providing and enhancing education and promoting equality and diversity, and has been recognised as EFL Community Club of the Year twice since forming in 2008.

The Football and Education programme gives talented young individuals a platform to continue their full-time academic studies while receiving professional football coaching three days a week, with a weekly fixture in The EFL's CEFA League.

Coaches are on hand to provide guidance to help participants find the correct balance of being a student athlete, combining the technical, tactical, psychological and physical facets of the game to promote the development of both academic studies and football.

On the pitch, the programme looks to test the players' ability at the highest level of play outside of academy football. Competing in regional and national leagues gives players the opportunity to also trial at local semi-professional and professional clubs.

Off the pitch, Derby's range of education partners deliver qualifications suited to each learner's interests and academic abilities.

Club Partnerships

Fleetwood Town Community Trust



Poolfoot Farm, Butts Road,
Thornton Cleveleys FY5 4HX
01253 208442
www.fleetwoodtownfcct.com

Fleetwood Town Community Trust is an independent charity working in partnership with Fleetwood Town Football Club and were awarded the 'Wyre Business Award' in 2016 for their outstanding contribution to the local community.

The Trust aims to support and inspire individuals to become physically and emotionally healthy and build strong communities; through increased self-value and personal aspiration, within exciting and easily accessible programmes. They currently employ 32 members of staff who deliver high quality, outcome focused programmes which engage over 13,000 residents in Sport, Health and Education projects across Wyre.

This is achieved by delivering on average 120 sessions per week, some of which are in the 42 primary school they work with within Wyre and Fylde.

Current partners of the Trust include: Regenda Housing, Royal British Legion, Healthier Fleetwood, Myerscough College and LFE. These partnerships are vital to the Trust's developments and support their Traineeship, NCS and Football Education programmes.

The Trust offers a high quality Study Programme whereby most learners complete an Extended Diploma and have a proven track record of learners accessing University degrees from this.

Mansfield Town Football in the Community



One Call Stadium, Quarry Lane,
Mansfield, Notts NG18 5DA
01623 656920
www.mansfieldtownfitc.net

Mansfield Town Football in the Community is a registered charity, committed to advancing equality, diversity and inclusion to all. Their fundamental aim is to find ways of supporting the local community by providing opportunities for physical activity, education, health and social inclusion and enjoyment.

This is done by encouraging participation in activities both in and out of schools, working across the board with age groups from five to 70-year-olds.

Current partnerships include: EFL Trust, LFE, Premier League (Premier League Primary Stars and Girls programmes), The PFA (Player Engagement, Notts FA (Every Player Counts) and Mansfield Town Football Club.

Mansfield's Football Education programme has been successfully running for five years. Their programme is due to expand, offering students the opportunity to study a BTEC Level 2 or Level 3 qualification. Students are offered a variety of pathways upon completion of the course, such as: progression to University, employment opportunities and apprenticeships at Mansfield Town, USA Scholarships and support in to alternative employment.

Nottingham Forest Community Trust



The City Ground,
Nottingham NG2 5FJ
01159 824 318
www.nottinghamforestcommunitytrust.co.uk

Established in 2010, Nottingham Forest Community Trust aims to help people realise their potential by creating pathways into training, education and employment – enhancing physical and mental well-being while creating stronger, safer and happier communities.

The Trust employs over 40 full-time staff, delivering a wide range of both physical and educational programmes across Nottingham city and the wider county.

Its qualified tutors have more than 15 years of teaching experience, in addition to being FA licensed coaches. They combine innovative classroom learning with the practical experience of coaching and offer opportunities to represent the Nottingham Forest Football Development squad in both regional and national competitions.

Above all, Forest strives to ensure that its students have the opportunity to develop their understanding through a first-class education within a professional football experience.

Club Partnerships

Rochdale AFC Community Sports Trust



Sandy Lane,
Rochdale OL11 5DR
0844 826 1907
www.rochdaleafc.co.uk/community

Rochdale AFC Community Sports Trust works in partnership with Rochdale AFC, providing all members of the local community with the opportunity to access quality sport provision, regardless of their age, gender or ethnicity. They aim to increase participation in schools, improve health and well-being, whilst developing programmes that engage the whole of the community, using football as the driving force.

Last year, the Trust engaged with 19,000 participants and their current partners include: LFE, The EFL Trust, Link4Life, Clinical Commissioning Group, Redwood SEN School, Premier League, Manchester and Lancashire FA's, Rochdale Boroughwide Housing and GM Police.

Rochdale began delivering the Study Programme in 2015 with the aim of engaging both male and female learners. The programme provides the opportunity to combine their passion of football and futsal with education, and offers excellent and unique exit routes. The programme offers excellent: tuition, support, pastoral care, player development, personal development, life skills, plus further opportunities to achieve additional awards. All learners will also compete in the EFL Trust leagues against other professional clubs.

Southend United Community and Educational Trust



Roots Hall, Victoria Avenue
Southend On Sea SS2 6NQ
01702 341351
www.sufccommunity.co.uk

SUCET is the official charity partner of Southend United Football Club, using football as a vehicle to engage people across South East Essex. With a current social value of £7.3 million, SUCET provides quality and inclusive football and sports provision that improves health and well-being, as well as education and training, whilst promoting community cohesion and shared common values.

Through key partnerships, including the EFL Trust, LFE, Premier League, The PFA and Southend United, they provide a multi-agency community-focused approach ensuring aims and objectives are consistently achieved. They currently deliver services in over 75 different venues, engaging over 10,000 people in recent years.

SUCET offers an end-to-end education model. The journey can start with the Prince's Trust Team Programme, which can feed into a Traineeship in sport. Learners can then progress to the BTEC programmes, followed by Level 3 coaching apprenticeships or University. Throughout their studies, learners will also be given the opportunity to volunteer across programmes, as well as complete an FA Level 1 coaching qualification through the Premier League Kicks scheme.

Wigan Athletic Community Trust



Montrose Skills Hub, Montrose Avenue,
Wigan, WN5 9XN
01942 318090
www.wiganathletic.com/community

Wigan Athletic Community Trust works with Wigan Athletic to improve health, enhance life chances and create stronger, safer communities. Working with over 14,000 people a year on projects based around Schools, Community Development and Training and Schools, the Community Trust aims to increase participation in sport from under-represented groups, encourage young people and families to lead a healthier life, improve the skills and aspirations of young people and contribute towards increased community cohesion.

Within its Training and Skills offer, a number of opportunities and qualifications are provided for young people to help kick start their careers in sport or in a number of other industries. Courses include Level 2 and 3 BTECs, Traineeships, NCS and the government's new Kickstart scheme - giving the opportunity for unemployed young people to work within the organisation.

Using a number of venues including the DW Stadium and Wigan Athletic Youth Academy, learners have the chance to gain valuable work experience in schools and other community settings, FA Level 1 and 2 qualifications, excellent teaching and support from staff and the opportunity to transition into paid employment with the Trust or into further education.

Player and Staff Testimonials



James Lee
Bristol Rovers
Community Trust
Head of Education



Jamie Sanderson
Accrington Stanley CT
Learner



Kerrie Burke
Fleetwood Town
Community Trust
Sports College Manager



**Ben Cocker
and Mark Lynk**
Mansfield Town FITC
Education Officer
and Lead Coach



Harry Merrell
Southend United CET
Learner



Mark Banks
Carlisle United
Education Tutor

At Bristol Rovers Community Trust, we aim to engage and inspire our students as well as unite the communities in which they live.

For many people, an alternative educational route gives them a better opportunity to excel. We use the power of sport to provide a range of inspirational courses to fully develop each and every individual.

Our BTEC Level 3 in Sports Coaching & Development offers an excellent opportunity for males and females, aged 16–19, to continue their education in a truly special and unique environment.

We combine both our exceptional classroom delivery and our fantastic football programme to provide a positive, inspiring learning environment for all. During your time with Bristol Rovers Community Trust, you will be supported by fully qualified and experienced educational tutors.

All our staff will go the extra mile to support each individual in their academic studies, sporting and personal development.

The last two years studying at Accrington Stanley Community Trust have been a fantastic experience in the classroom and on the football pitch. I believe the course has given me the knowledge, skills and qualifications to take the next step forward towards my career aims.

I have always had a passion for Sport, especially football, so choosing the Trust for my college course was the perfect fit for me. The programme has given a great insight into the different aspects of Sport such as Nutrition, Coaching and Healthy lifestyles. Studying a variety of topics has made me realise how many career paths and job roles there are in the sport and leisure industry, and this is something that has helped me choose my career path. Thanks to the course content and my grades, I have now been accepted onto a Sports Science degree at Liverpool John Moores.

Being able to follow a structured football programme has also made the course enjoyable. Through structured training and weekly fixtures, I have developed my football skills and overall fitness. Socially I have come out of my shell so much and believe I am now a more confident person who is able to work independently towards deadlines, whilst also being a team player.

The staff have been a great help throughout my two years. On the pitch, in the classroom and in life in general, they do anything they can to help you and give you advice, even on life outside college. I would recommend this course to anyone who is interested in football and wants to explore the options available for a career in Sport.

Here at Fleetwood Town Sports College, we run a successful BTEC programme and pride ourselves on the achievements and success of our students. We aim to promote an inclusive, friendly, and hardworking atmosphere where students can strive to become the best possible candidates for pursuing a career in the sports industry.

We currently deliver a level 2 and level 3 BTEC course, and our students are based at the elite facilities of Poolfoot Farm, the multi-million-pound training facility of Fleetwood Town's first team. We aim for lessons to be engaging and contemporary with an emphasis on relating the units to real life situations which students can refer to throughout their future careers. In addition to the educational aspect of our course students can benefit from daily on-site training sessions led by UEFA B coaching staff, including additional recovery sessions post-game mirroring that of the professional athletes in football.

Our small class sizes and personable approach to learners ensures that each student is presented with ample opportunity to fulfil their learning needs, and progress on to a university or career choice which will see them thrive in the sports industry. We are proud to have a 100% pass rate but more than that, we are proud of the great successes our student go on to achieve.

At Mansfield Town Football in the Community, we thrive on welcoming a diverse set of characters year upon year and we are constantly looking to deliver an inclusive programme designed to suit our learners needs. We offer a wide range of units to match the interests of everyone and aim to make the delivery of the study programme as practical as possible, in order to enhance the engagement amongst our cohorts and to create a positive learning environment.

Our programme at Mansfield Town FITC seeks to challenge the academic abilities of all and our learners enrolled love the thrill of competition, with this being brought inside the classroom too! In lessons, learners have access to an interactive curriculum and their education is of the forefront of all they do, so that upon completing their studies, they can gain greater opportunities within employment, apprenticeships and higher education.

Out on the pitch, our UEFA B qualified head coach, Mark Lynk, builds positive relationships with our learners and allows them the flexibility and choice power within enrichment aspects of the programme, encouraging them to decide where and how they want to develop as a player, as well as an academic.

Throughout the three years I spent at Southend United Community and Educational Trust, I have come on leaps and bounds, not only with the work I created in the classroom, but as an individual.

This is a testament to the club in their patience and hard work with all of the students. I started as an introvert, not willing to try new things and I kept myself in my little group. When moving onto the Level 3 programme, I became comfortable in the group we had in the classroom and with the help of tutors my work came on leaps and bounds. This increased my confidence and I decided to take on the extended units.

Work experience was another key element to the course. After working with the club's media team, I was motivated to get a job in the media department at Canvey Island FC.

I was then able to successfully apply for a place at Derby University to study a Football Journalism degree.

Here at Carlisle United Community Sports Trust we “Inspire people to participate, develop and achieve their goals through the power of sport”.

Our small classroom sizes of 18 students promotes a positive learning environment in which all students are allocated an individual laptop to access our online platforms, but to also help the learners with their independent studies. The course content is delivered in a manner that we encourage open minds, debating and active learning to ensure the students can maximise their full potential.

As well as learning about nutrition, self-employment, sports injuries and developing coaching skills to name a couple of the modules that will be taught, the students will also have regular weekly training, leagues and cup competition, strength and conditioning and physiotherapy clinics, to enhance their knowledge and to develop their game.

Whilst studying with us the students can go on work placement applying the theory they have learnt into real life sports coaching environments, for example in primary schools or sports camps. Our students also can broaden their knowledge by completing the FA level 1 and first aid.

We are very proud of our achievement rates and with some examples of our students going on to University, paid employment, self-employment, Sports coaching in America and PE teaching.

What the learners say...

94%

of learners rated the delivery of their BTEC course as **'GOOD'** or better, with **51%** saying it was **'EXCELLENT'**

91%

of learners rated the delivery of their football training as **'GOOD'** or better, with **46%** **'EXCELLENT'**

In 2022, learners rated the programme

8.1
OUT OF 10

It is a **great course** and is **well organised**

It has been **amazing** compared to school

A **great experience**, I've **really enjoyed** the year with the club, coaches and teachers

My experiences on the programme have been **very good**, not only as someone that enjoys sports but also for me to **improve** my **technical, mental** and **physical** skills as a player

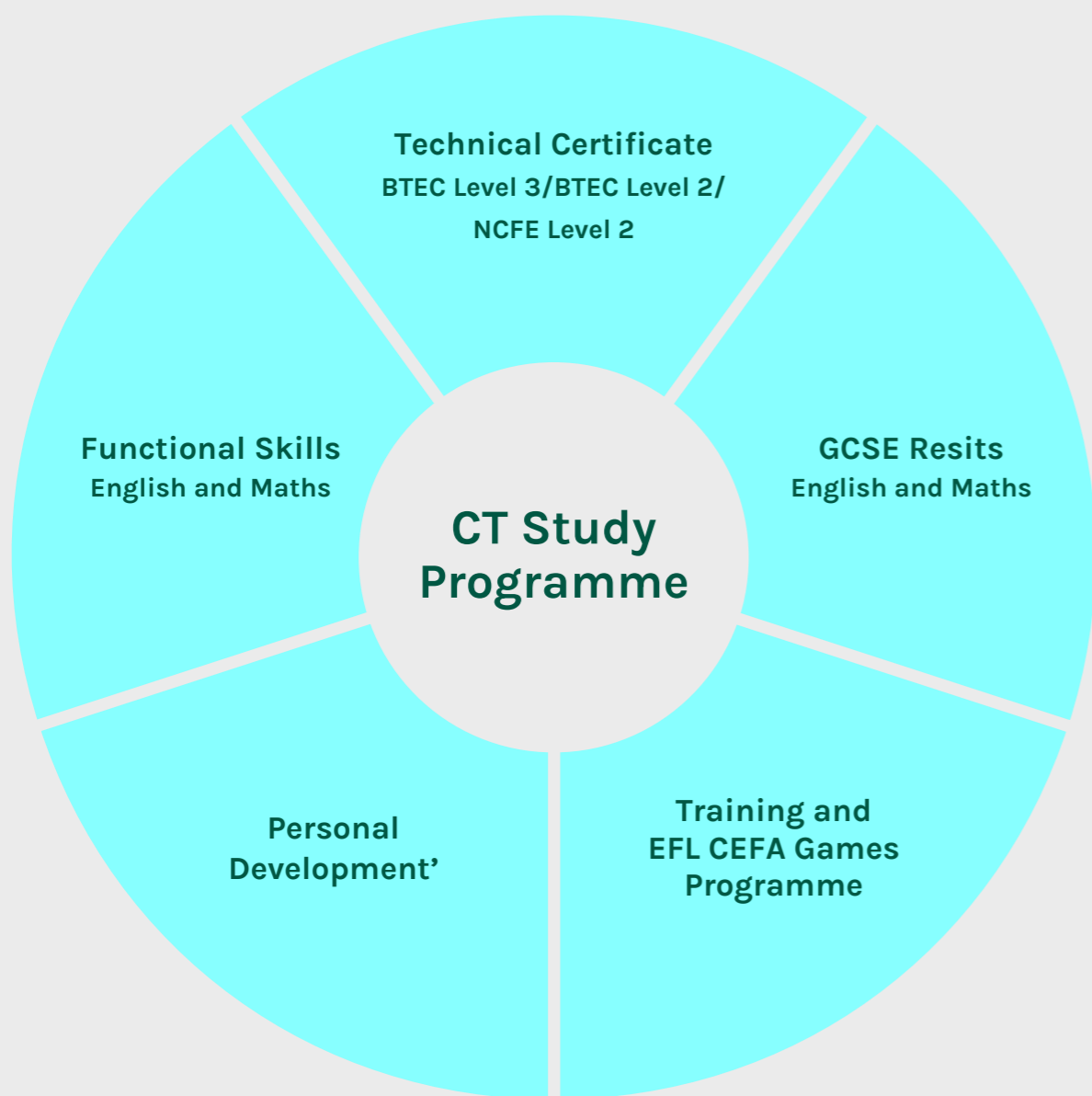


CT Study Programme

This section gives a brief outline of the components that make up the CT Study Programme and the process that is undertaken to ensure that learners' individual needs are identified and met over the course of the programme.

The Study Programme

LFE is funded by the Education and Skills Funding Agency (ESFA) to deliver the CT Study Programme. Learners must attend all elements of their Study Programme to ensure they remain a full-time learner throughout the duration of their studies. A conceptual diagram is outlined below.



Initial Assessment

Initial Assessments are carried out with every learner to establish their academic ability.

The assessment is carried out in the first four weeks of the course and will enable the learner to be placed on the most appropriate educational programme based upon the outcome of this and their GCSE results. All learners will undertake an online skills builder assessment as part of the Initial Assessment process.

Diagnostic Testing

Upon completion of the Initial Assessment, learners will undergo Diagnostic testing to identify their strengths and areas for improvement in English and maths. The results of these tests are crucial for teachers to ensure lessons are correctly planned to cater for all individual learning needs.

Induction

All learners are provided with a thorough induction prior to the start of their programme. LFE provides each club with a set of standard induction topics that includes:

- Code of Conduct
- Health & Safety and a Site Tour
- Primary Qualification Induction (BTEC/ NCFE)
- Safeguarding

In addition, within the first 6 weeks of the programme, learners will also cover the following:

- LFE Induction
- British Values
- Equality & Diversity
- Health and Wellbeing
- Prevent

Learner Reviews

Learner reviews are conducted by LFE's CT Study Programme Regional Officers and are recorded on an e-learning platform (EMS). The review process clearly establishes the level of progress made and agreed actions for each learner.

All reviews are exportable from the EMS and can be distributed directly to parents/guardians. Clubs are responsible for this process and you should contact your club's Education Officer if you wish to receive these.

Reviews are conducted in the following areas:

1. Technical Certificate (completed by the club Tutor(s)).
2. Functional Skills English and Maths (completed by Functional Skills Tutor if appropriate).
3. GCSE English and Maths (completed by GCSE Tutor if appropriate).
4. Overall Individual Review (conducted by LFE CT Study Programme Regional Officers).

Review Cycle

Reviews will be conducted at relevant times throughout the programme. It is essential that learners are available for reviews.

Individual learner reviews are conducted in order to ensure that all learners can fulfil their true potential

CT Study Programme

BTECs

There are 4 BTEC qualification sizes:

National Extended Certificate
(360 Guided Learning Hours)

Equivalent in size to one A-Level and consists of three units, all of which are mandatory.

National Foundation Diploma
(540 Guided Learning Hours)

Equivalent in size to 1.5 A-Levels and consists of six units, five of which are mandatory.

National Diploma
(720 Guided Learning Hours)

Equivalent in size to two A-Levels and consists of seven units, six of which are mandatory.

National Extended Diploma
(1080 Guided Learning Hours)

Equivalent in size to three A-Levels and consists of 12 units, seven of which are mandatory.

Please see the tables on the next page for more information about the units which will be studied.

BTEC Assessment

The BTEC qualification is comprised of units. All units will be internally assessed through assignments set and marked by tutors. Upon completion of each internally assessed unit, the tutor will inform the learner of what grade they have achieved (either Pass, Merit or Distinction).

To ensure that the internally assessed work has been marked accurately, Pearson will conduct sample checks of tutors' marking. This process usually takes place in February and the grades for internally assessed units could change as a result. Pearson will confirm final grades when this re-marking has been undertaken.

When all the units of the course have been completed, the learner will receive an overall grade for the qualification. This is the grade that will be shown on the certificate and the one that should be used when applying for higher education or employment.

The Value of the BTEC Qualification

The BTEC affords the opportunity to complete a nationally recognised qualification that should assist the learner with higher education and employment applications.

For further information about using your BTEC towards entrance into higher education, please see www.ucas.com

A UCAS Tariff table and information on the tariff system can be found in LFE's Guide to Higher Education, available on the LFE website. As a rough guide, the BTEC Extended Diploma in Sport is the equivalent of three A-Levels and the Diploma in Sport is the equivalent to two A-Levels.

BTEC Level 3 Units

Structures of the qualifications at a glance

This table shows all the units and the qualifications to which they contribute. The full structures for these Pearson BTEC Level 3 National qualifications in the Sports Coaching and Development sector are shown in Section 2 Structure. **You must refer to the full structure for the relevant qualification to select units and plan your programme.**

Key **M** Mandatory units **O** Optional units **GLH = Guided Learning Hours**

Unit (number and title)	Unit size (GLH)	Extended Certificate in Sports Coaching (360 GLH)	Foundation Diploma in Sports Coaching and Development (540 GLH)	Diploma in Sports Coaching and Development (720 GLH)	Extended Diploma in Sports Coaching and Development (1080 GLH)
A Careers in the Sport and Active Leisure Industry	90	M	M	M	M
B Health, Wellbeing and Sport	90	M	M	M	M
C1 Developing Coaching Skills	180	M	M	M	M
D1 Applied Coaching Skills	180			M	M
E Research Project in Sport (Pearson-set)*	120				M
1 Sport Development	60		M	M	M
2 Self-employment in Sport and Physical Activity	60		M	M	M
3 Sports Psychology	60			O	O
4 Nutrition for Physical Performance	60			O	O
5 Anatomy and Physiology in Sport	60		O	O	O
6 Sporting Injuries	60			O	O
7 Functional Sports Massage	60				O
8 Fitness Testing	60				O
9 Fitness Training	60				O
10 Technical and Tactical Skills in Sport	60				O
11 Rules, Regulations and Officiating in Sport	60		O	O	O
12 Practical Sports Application	60		O	O	O
13 Influence of Technology in Sport and Physical Activity	60			O	O
14 Organising Events in Sport and Physical Activities	60		O	O	O
15 Ethical and Current Issues in Sport	60				O
16 Marketing Communications	60				O
17 Corporate Social Responsibility in Sport	60				O
18 Sport and Leisure Facility Operations	60				O
19 Sports Tourism	60				O
20 School Sport Delivery	60			O	O

* Unit E: Research Project in Sport can only be taken in the second year.

Did you know...

As a rough guide*, when making a University application...

Extended Diploma = 3 x A-Levels

Diploma = 2 x A-Levels

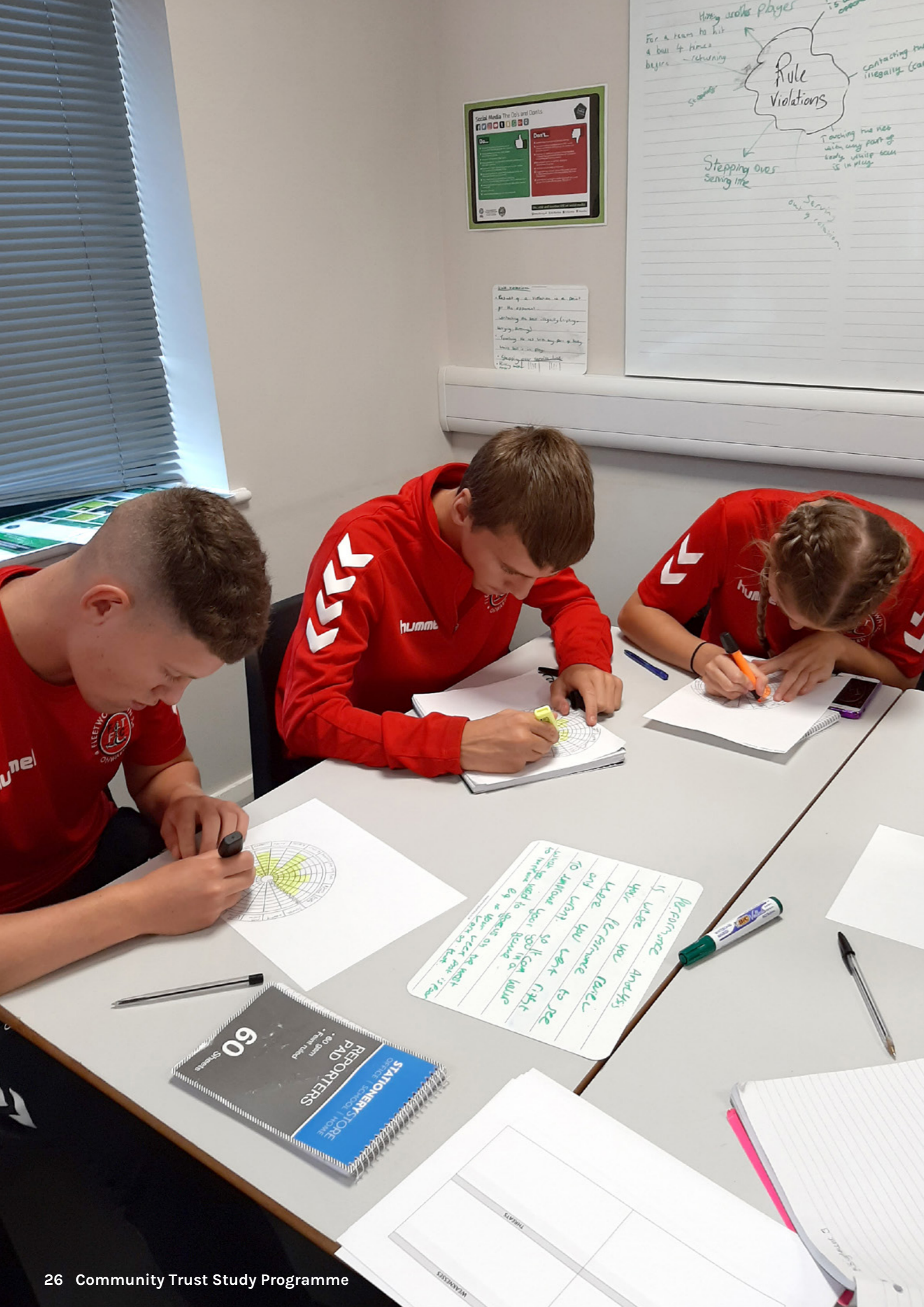
Foundation Diploma = 1.5

A-Levels

Extended Certificate = 1 A-Level

* For the full UCAS Tariff table, see LFE's 'Guide to Higher Education Applications'

The units studied by learners may differ at each Community Trust, this is dependent on local needs and staff expertise.



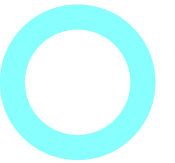
Functional Skills English and Maths

Functional Skills are skills that are commonly needed for success in a range of activities in education, training, work and life in general.

Functional Skills aim to deal with English and maths.

Learners will be required to study Functional Skills if they have not achieved GCSE grades 4 or above in maths or English Language.

LFE's CT Study Programme Manager and Functional Skills Manager will monitor learners closely throughout their programme and enter them for the relevant exams when appropriate.



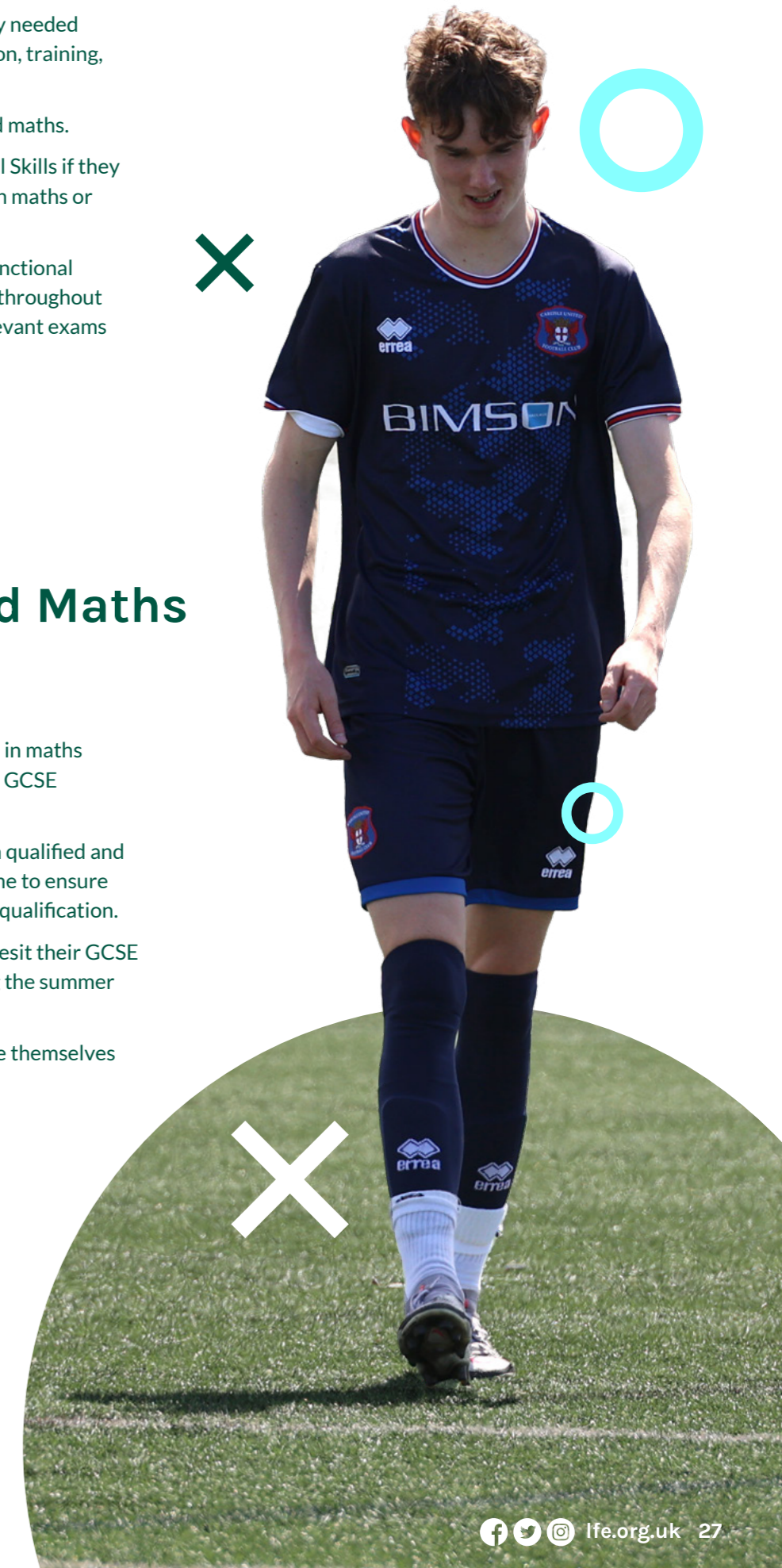
GCSE English and Maths

Any learner who achieves a grade 3 or lower in maths or English Language is required to resit their GCSE qualification to achieve a grade 4 or above.

Learners will be provided with tuition from a qualified and experienced tutor throughout the programme to ensure they have the best possibility to achieve the qualification.

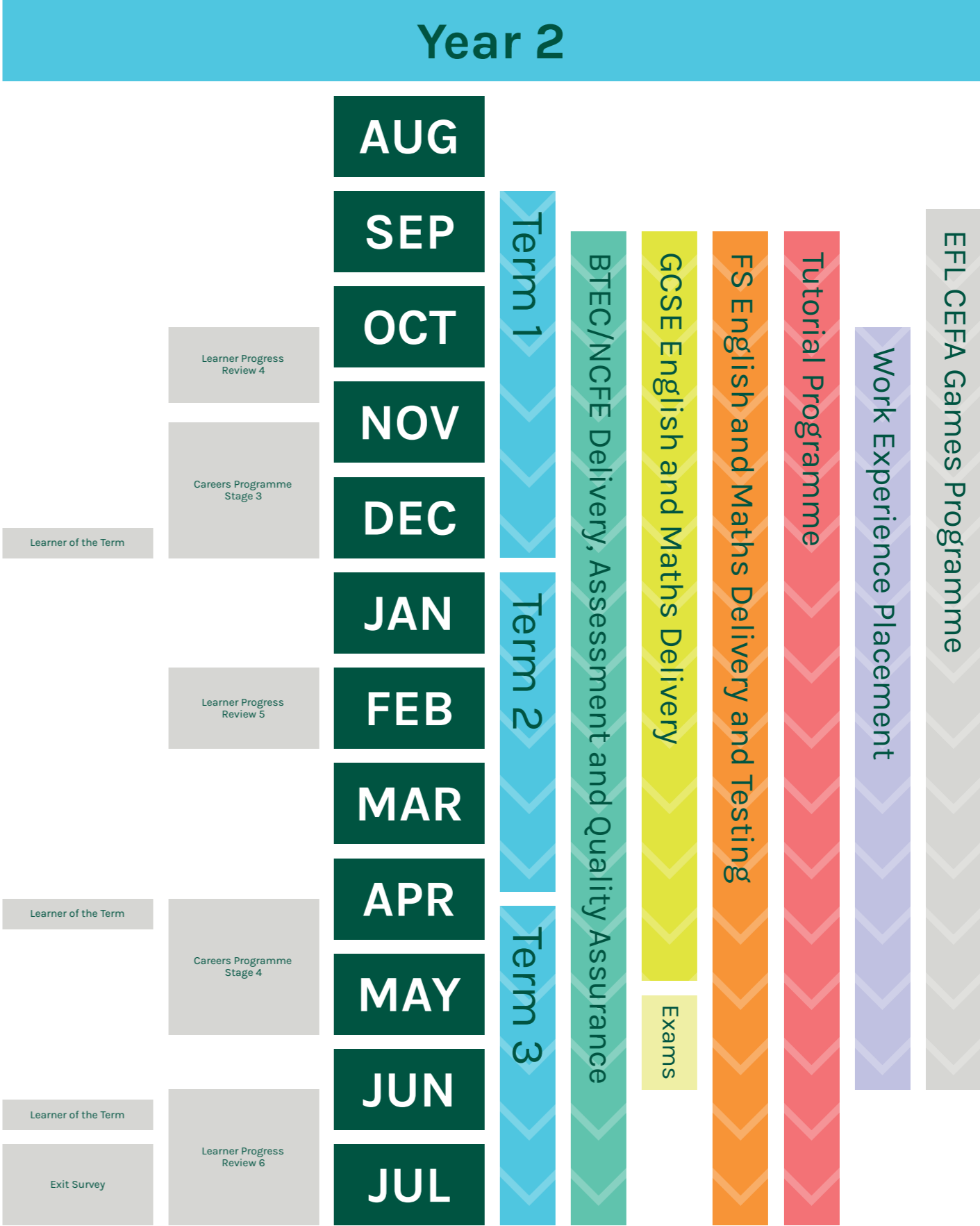
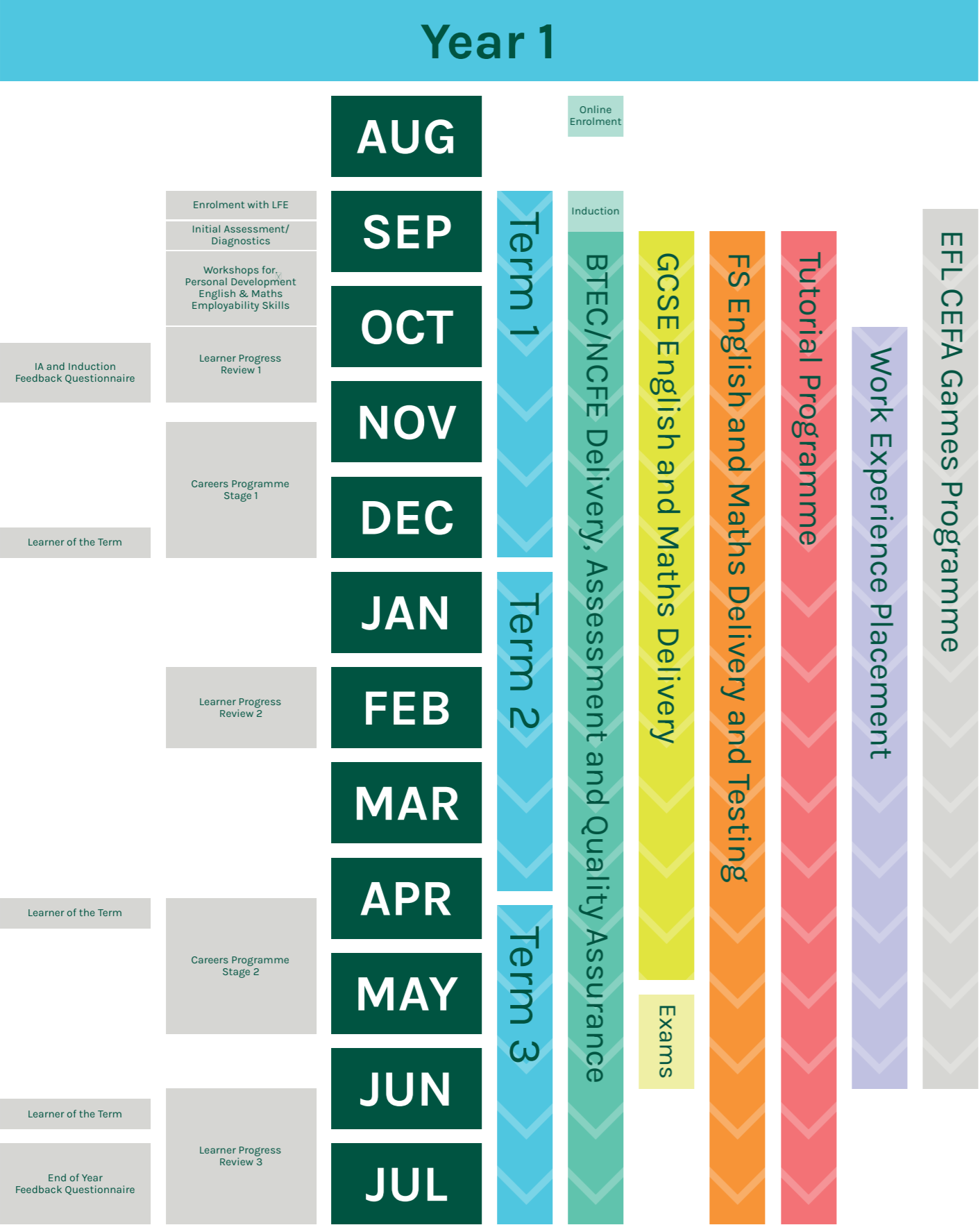
Learners will be offered the opportunity to resit their GCSE exam each academic year, most likely during the summer GCSE window (May/June).

Learners must attend lessons in order to give themselves the best opportunity to pass the exam.



CT Study Programme Timeline

A visual representation of how the Study Programme works is below:



Football Training and Games Programmes

Football Training

To fully prepare players for the EFL Community & Education Football Alliance (CEFA) games programmes, clubs provide all players with a minimum of four hours of football coaching per week. This allows players to gain a better understanding of the game and improve their technical, tactical, physical and psychological skills. Training is delivered by qualified and experienced coaches, who are fully CRB checked.

CEFA Games Programme

The CEFA League provides students with the opportunity to participate in an exclusive, high quality, well organised league against other EFL teams. The EFL manages and coordinates the delivery of this games programme and clubs can enter multiple teams into the league.

CEFA fixtures are to be played on a home and away basis in regional leagues of approximately 10-12 teams. Upon completion of this, there is a National Play-Off process to determine overall winners. The exact format is determined once the number of teams is known.



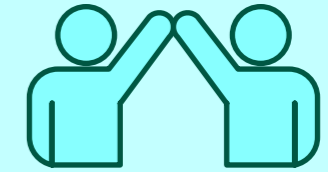
Study Support

Throughout the CT Study Programme, learners will be expected to undertake some study away from the centre. The following tips can help support this study:



Environment

Consider the environment available for them to utilise. Learners concentrate best in a spacious, well lit and quiet area. Try to limit distractions by setting boundaries, i.e. no TV or phone usage.



Support From Others

Studying does not have to be an individual task. Support could come from:

friends - are they studying the same subject? Could they work together?

family - subject knowledge is not required for support. Probing questions allow your child to explain things to you, i.e. 'What does that mean?', 'How does that benefit you?', etc.

Any form of interest in a topic from family and friends will increase a learner's motivation.

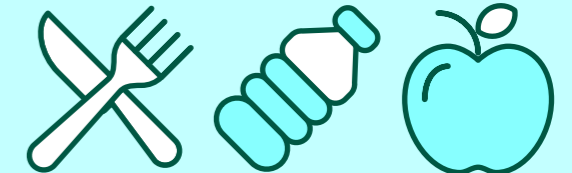


Equipment

Learners need the correct equipment to study. Consider the workstation available to them - is it suitable for writing/using a laptop on?

The majority of the time, a kitchen table will suffice, providing it is spacious and clear.

Also, ensure they have the correct stationery required for the task, i.e. pencil, ruler, lesson notes, etc.



Nutrition/Hydration

Research has proven learners need the correct amount of sleep and nutrition to sustain good levels of concentration.

Ensure they stay hydrated by drinking plenty of water. Try to avoid sugary snacks/drinks.

Celebrating Success

LEARNER OF THE TERM

LFE celebrates the efforts of students who have made excellent academic progress and a positive contribution at their club, with the winner earning a certificate and £200 Amazon voucher. The award runs each term throughout the academic year and all clubs are able to nominate one learner per term. Previous winners of the award include:



Toju Edomi
Southend United
Community &
Educational Trust



Toju Edomi has progressed tremendously during the second year of his studies. During the most recent review period, he has notably grown in confidence and showed enthusiasm to achieve his future career aspirations. His proactivity with University applications has led to three offers from Hartpury University, University of Brighton and Brunel University London, the latter of which he has accepted and chosen to do the Sports, Health and Exercise Sciences with Business Studies course.

Alongside his studies, Toju has held down a part-time job in the hospitality sector and completed work experience as an assistant coach for children in primary and secondary school age group. Alongside that, he worked as a steward at the 2021 London Marathon. His improved punctuality, work ethic and academic performance have made him an standout student during the most recent term.

Education Tutor Andy Edmunds told LFE: "When Toju began his course with us, he was introverted but showed a lot of confidence in his aspiration/career goals. Toju joined us knowing he wanted to pursue a career in the sports industry and has since reaffirmed this goal and put in the work the make this goal reality.

"This term, Toju has continued to complete his work to the high standard he always has, consistently working towards the higher criteria for all units and achieving high grades for his extended diploma work. In class, Toju applies himself extremely well, with the ability to work both independently and collectively with the class. He's keen to learn more about the topics taught by asking questions in and outside of class.

"To achieve his previously mentioned career aspirations, Toju has made the decision that he would like to attend university. Toju has shown initiative in his application. After choosing to study at Brunel University London on the Sports, Health and Exercise Sciences with Business Studies course, he has completed his application for student finance and accommodation.

"Toju also took part in a Youth Forum with the Trust's Board of Trustees and our CEO. In this forum. Toju spoke to the trustees about the program and suggested ways of which we could improve the program from within. In regards to football, Toju has displayed a good attitude and high levels of motivation to play. He has shown a good ability to be a leader as he has been captain before in matches.



Josh Metcalfe
Carlisle United
Community Sports Trust



Second-year learner Josh Metcalfe has excelled during this academic year, consistently achieving Distinction grades and displaying leadership qualities on the pitch.

More recently, Josh has discovered a passion for sports journalism, combining his love of football and words to build a strong portfolio of match reports for his beloved Newcastle United. In addition to his work experience with Carlisle United Soccer Schools, Josh has secured a conditional University offer to do a sports journalism degree at Sunderland University, which further highlights his motivation to succeed in the world of journalism.

Education Officer Liam Jackson told LFE: "Josh has been an outstanding student during this academic year both on the football pitch and in the classroom. His confidence has developed superbly, showing excellent confidence amongst his peers. His communication and enthusiasm when delivering presentations during his BTEC work has been brilliant.

"He is a very liked member of the class and this is very impressive to see considering how quiet Josh was during the first year of the course. As well as the above, Josh has also improved the standard of his work. He has started to achieve distinctions on a regular basis.

"What has impressed me the most is Josh's initiative away from the course. To gain experience prior to University, Josh attends the Newcastle United games, makes notes and then writes up a comprehensive match report after the game. This shows the excellent attitude and motivation Josh has to succeed in everything he does, building up fantastic skills, both personal and academic, that will benefit him when going off to university and progressing into work."



Ronnie Calverley-Sumner
Accrington Stanley
Community Trust



First-year learner Ronnie has made an excellent transition from high school to further education, producing high-quality BTEC work, as well as accumulating over 50 hours as a volunteer coach at a local athletics club.

Sam Morris, Accrington Stanley's Sports Tutor, told LFE: "Ronnie has produced some good pieces of work, contributes well to class discussions and always displays a positive attitude towards staff and fellow students.

"Ronnie has aspirations to be a sports coach when he completes his qualification and to support his career goal, he has been volunteering at a local athletics club. The club is based within a deprived area and allows children from within the locality to participate in various athletic events.

"Since Ronnie has started to volunteer, he has shown an improvement in confidence, especially his social skills in the classroom and within training and games."

Celebrating Success

LEARNER OF THE TERM



Katie Davies
Bristol Rovers
Community Trust



First-year learner Katie has used the latest lockdown to achieve some outstanding accomplishments, completing two coaching qualifications and helping out in the community, alongside attaining terrific grades in her BTEC studies.

Jimmy Lee, Bristol Rovers Community Trust Education Lead, told LFE: "Katie worked tremendously hard throughout remote learning and put in extra effort to ensure she continued to achieve distinctions in her BTEC studies.

"Alongside the lessons, Katie took part in weekly physical activity sessions with our head of sport, who was extremely impressed with her 100% attendance and engagement throughout the zoom sessions.

"During remote learning, Katie completed a Sport & Fitness Course (ASDAN) which will help her achieve her goal of becoming a Sports Therapist after her studies. Katie also completed the FA Playmaker Course to allow her to enrol on the FA Level 1 in Coaching in due course."

Katie also plays football for Bristol Rovers Women's team, who were founded by the Trust in spring 2019. Along with a few of her teammates, Katie got involved in the 'tackling loneliness together' project that was launched by the EFL.

Lee continued: "Once a week throughout lockdown, Katie would head to the Community Trust office and phone some of our older participants, to check-in and make sure they were healthy and happy throughout lockdown. Katie really enjoyed helping the older generation in the community and since then, has often offered her support around her BTEC timetable.

"It goes without saying that Katie's academic ability is of a high quality. However, what is equally as impressive is the work Katie is willing to do away from her studies to ensure that she goes above and beyond to achieve her career goals and make sure that she does her bit for the community here at Bristol Rovers Community Trust."



Jack Hamer
Fleetwood Town
Community Trust



Jack has made great progress, not only in this term, but throughout the year. Despite facing significant adversity, he has been a high achiever in the classroom and starred as a member of the student council.

In addition, he has secured a conditional University offer and already gained two work experience placements under his belt, from which he received excellent feedback from his line managers. Senior Lecturer Laura Went told LFE: "Jack is an integral member of the college and mentors the first years with student life on and off the pitch. He is also an essential member of the student council and takes a key leadership role within this to assist the promotion of welfare and enjoyment to all students on our course.

"Unfortunately, Jack lost his mum on Christmas Day 2019, which was a great loss to his family. He also lost his dad a few years ago and is now currently residing with his sister. Jack has shown great motivation, hard work and resilience during the past term since the devastating news and has done incredibly well with his studies.

"Not only has Jack received distinction marks on the four units he has completed in the term, but he also excelled within his work experience module. He undertook two weeks of work placement, one within the Community Trust and one within the Fleetwood Town scouting department.

"Jack impressed during both placements and even managed to gain a part-time job role within the scouting department, which has enabled him to have a distinct focus for his career progression.

"As well as excelling throughout his academic work, he also balances student life with two part-time roles, showing great time management which does not affect his attendance or punctuality to the course.

"Jack has now applied to undertake his foundation degree through the University of South Wales and has successfully been offered a conditional offer on the course. I believe that Jack has really excelled this term through his terrific work ethic and has shown he has excellent resilience skills to not allow his hardship to affect his studies."



Nathan Moores-Matthew
Southend United
Community &
Educational Trust



Nathan is in his third year at Southend United CET having initially started on the Level 2 course, before progressing onto Level 3. Having developed his outlook and behaviour, Nathan passed both his English and maths GCSEs during his time on the programme, and is now consistently achieving distinction level in his assignment work.

Education Tutor Stuart Avis told LFE: "I feel that something has clicked this term with Nathan. He is understanding more what is required in assignments and he has showcased development in his independence, achieve these grades with less tutor support.

"Nathan has attributed this development to pushing himself more and setting goals of achievement for assignments. He is also now very focused on the next stage of his education. When Nathan started, he did not have a plan for his next steps, but now he is focused on going to University to study Sports Analysis or Sports Rehabilitation. This is great to see this progression of aims and goals, which have been fully realised this term.

"In terms of his personal development, Nathan has displayed an increase in self-confidence. He is a leader in the classroom and he is showing a maturity that is a benchmark for conduct to other learners across the college. He is more focused in lessons and will make the best of his time, as he knows this is how he will achieve his goals from the course."

Coach Ross Johnson added: "Nathan has been excellent within the football side of the programme. He never misses a training session and always sets his standards high to develop himself as a player and a person. He drives the group on and is a leader in the team, which we see in training and games.

"Nathan has improved technically and tactically over the time he has spent here and that has earned him a starting spot in all the games this season in our A team. He is a pleasure to coach and have around the programme, as he always brings a positive mindset and is happy to have a ball at his feet."



Jack Munday
Bristol Rovers
Community Trust



Jack has displayed tremendous resilience and determination to make an outstanding start to his studies at Bristol Rovers.

In addition to his successful academic profile, Jack has committed to volunteering for the club's Community Trust and has been a great role model to his disabled twin brother.

Level 3 Tutor Sam Rushworth told LFE: "Jack came here with good GCSE results and has achieved distinctions within his first modules on the BTEC Level 3.

"He has a twin with a disability and provides a lot of help for him at home and out and around the local area. Jack's twin brother is also studying for a BTEC Level 3 in Sport but at a different college. His brother is struggling socially at the college and it is affecting his work, so Jack spends time helping and guiding him through his work outside of college.

"Jack's mother is also spending a lot of time travelling around dropping off the two boys at various college campuses and this affects Jack's attendance. However, this has not had an impact on his work quality. If Jack needs to stay late to complete a piece of work or complete at home, he makes sure he gets it done to a very good standard.

"He has also volunteered for our Community Trust to coach at our 'Fun Days' for children aged 5-13 and has shown great maturity and patience with the younger children. He is also polite and considerate around the college to staff and other students.

"Jack is becoming a real positive role model for all our other students here at Bristol Rovers CT and the other students look up to Jack."

Financial Support

Child Benefit

While on programme with LFE, Child Benefit continues to be paid to parents/carers until learners reach the age of 19, or in some cases 20. All applications should be made through your HM Revenue and Customs Child Benefit Office, details of which can be found in the local telephone directory, or online. You may be asked to provide evidence of your child being in full-time education. If so, please contact their Lead Tutor who will arrange for this to be provided.

Bursary

Some learners joining the CT Study Programme this academic year may be entitled to a bursary payment to support their time on programme.

The following bursaries may be available:

- **Discretionary Bursary** - for learners aged 16-18, on August 31st of the year they apply for a bursary, who live with a family whose income is less than £28,000 p/a. This bursary is intended to contribute towards essential course costs and the cost of travel to and from the club.
- **Meal Support** - this is a contribution of £2.50 per day towards meal costs.
- **Vulnerable Bursary** - for learners aged 16-18, on August 31st of the year they apply for a bursary, who are in care/ care leavers or on Income Support/Universal Credit Payment in their own name or receiving Employment Support Allowance and Disability Living Allowance/ Personal Independence Payment – LFE will pay £30 per week.

All bursaries are dependent on attendance, good behaviour and work being submitted on time. Failure to meet these requirements will result in a loss of payment.

All payments will be made to the Community Trust the learner is studying with. It is the Trust's responsibility to distribute this money to individual learners via their preferred payment method.



Safeguarding

LFE aims to ensure that every learner is trained in an enjoyable and safe environment and is protected from abuse. Learners should be able to participate in an enjoyable and safe environment protected from physical, sexual or emotional harm and from neglect or bullying.

LFE subscribes to The Football Association's 'Working Together to Safeguard Football' document. The key principle of The FA Child Protection Policy are that:

- the child's welfare is and must always be the paramount consideration
- all children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- working in partnership with other organisations, children and young people and their parents or carers is essential

Allegations, concerns or disclosures of a child protection nature received from learners will be referred to the EFL Safeguarding Manager, The FA Case Management Team and/or appropriate statutory agency. LFE's Designated Safeguarding Officer(s) will have a role to play in investigating complaints of poor practice.

Further sources of information on safeguarding:

- **LFE Safeguarding** - <https://www.lfe.org.uk/safeguarding/>
- **GOV.UK Safeguarding Children** - <https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>
- **The FA Safeguarding** - <http://www.thefa.com/football-rules-governance/safeguarding>
- **The PFA Safety Net** - <https://thepfa-safetynet.com/>



Equality and Diversity

LFE aims to ensure that every learner is allowed to be trained in an environment free from any form of discrimination and is encouraged to develop their full potential.

LFE is committed to:

1. positive action to promote equality of opportunity in employment and training
2. regular monitoring of results of this commitment

Message from the Chief Executive:

“LFE is fully committed to a policy of equality and diversity. Our aim is to ensure that everyone, at all levels and in all areas is allowed to work and/or be trained in an environment free from any form of discrimination, and is encouraged to develop to their full potential. I want to leave no one in any doubt about the importance which I personally attach to this policy and I look to all staff and learners at all levels to ensure that it is put into effect.”

All employees and learners will be given equality of opportunity in respect of recruitment, training and assessment, and in promotion solely on their merits, abilities and potential, regardless of their age, disability, race, religion or belief, gender reassignment, marriage or civil partnership, pregnancy and maternity, sex or sexual orientation.

Employees and learners are required to behave in a non-discriminatory way towards the public and fellow employees and learners. Any breach of the policy may result in disciplinary action being taken.

It is the responsibility of all employees and learners of LFE and through its quality contract process, EFL football clubs and education providers to eliminate discrimination by ensuring the practical application of the equality and diversity policy and reporting incidents of discrimination to an appropriate person.

The equality and diversity policy has the full commitment of the LFE Board and will be reviewed on an annual basis by LFE's Chief Executive.

LFE is fully committed to a policy of equality and diversity. Our aim is to ensure that everyone, at all levels and in all areas is allowed to work and/or be trained in an environment free from any form of discrimination

Health and Safety Reporting of accidents/injuries and Industrial Diseases Procedure

Process to be followed in case of injury:

- If the injury is going to be long term, the apprentice should make an application to Job Centre Plus for employment and support allowance and/or income support as soon as possible after the injury occurring.
- The amount of benefit received by the apprentice is dependant upon individual circumstances.
- During the period of incapacity, the apprentice will need to provide sick notes to confirm his continued eligibility to claim benefits.

Further guidance on this issue can be found at www.gov.uk by searching for employment and support allowance.

Progression

League Football Education wants more for learners than successful achievement of the CT Study Programme - we want to create successful people.

Those who embrace personal development as well as alternative interests, employment, education or training, equip themselves to excel as footballers and for life off the pitch. LFE's Progression strategy aims to provide life skills, information, advice, guidance, support and opportunities to contribute to personal growth.

Information, Advice, Guidance & Support

Start

LFE recognises that there are a number of pathways learners want to take post-Study Programme and wants to ensure that all possible information is made available. In order to do this, LFE has invested in the online tool Start. This houses up to date information, as well as video testimonials on all major employment sectors with over 1500 job roles and requirements explained.

Go to www.startprofile.com to get a taste of what is on offer at this excellent resource.

Tracking and Monitoring

Collecting detailed learner destination data at the end of the Study Programme has helped LFE develop and promote a range of partnerships and opportunities for learners. This work is conducted and managed by LFE's Transition Officer and continues for 12 months after learners leave their programme.

2022 Learner Progression

Of the learners who finished their programme in July 2022: 57% of them have been offered places at some of the country's top Universities to continue their studies, these include:

- Loughborough University
- Manchester Metropolitan University
- Sheffield Hallam University
- UCFB
- Liverpool John Moore University
- Northumbria University
- University of Central Lancashire
- University of South Wales
- Salford University

58% of learners expect to be in either full or part time employment upon leaving the programme.

LFE Expectations

While on programme with LFE, all learners have agreed to adhere to the following code of conduct and behave in an appropriate way throughout their programme, both on and off site.

LFE Code of Conduct

The purpose of this code of conduct is to help create an atmosphere that promotes the best possible learning environment, one characterised by self-respect and by respect for others (fellow learners and education provider staff) and the facilities. LFE believes such an environment provides an equal opportunity for all to benefit from the educational process.

In a productive environment, responsible learner behaviour is expected at all times, and as such, learners have a responsibility to:

- listen to the tutor and other learners and always allow others to learn
- treat everyone politely and with courtesy
- always set a good example, both in and out of your club and education provider
- be punctual to all lessons
- submit all set work on time, meet coursework deadlines and, if absolutely necessary, negotiate an extended deadline in advance of that deadline

- not drop litter or damage equipment
- notify your Tutor or Tutor/Assessor in advance where absence is unavoidable
- apply yourself with total commitment to all of your courses
- avoid any form of plagiarism in coursework or exams
- avoid behaviour, dress, actions or language, which may cause offence
- avoid actions, which may cause harm to others including any form of personal abuse
- avoid behaviour or supporting behaviour, which could lead to criminal prosecution (including use of illegal substances or alcohol)
- treat all aspects of the education provider's site and environment with care and respect, avoiding damage or abuse
- take care and consider the safety of others
- follow health and safety regulations strictly

Any serious breach of the Learner Code of Conduct will lead to disciplinary action.



Quality Assurance

Quality Assurance

LFE is committed to the continuous improvement of all programmes. This is achieved via closely monitored performance management processes, which ensure learners' overall experience of their programme is positive. These processes ensure learners have the best opportunity to achieve their targets grades, are challenged to reach their maximum potential, and acquire the skills needed to progress to a positive destination.

Policies and Procedures and Observations

LFE's Quality Improvement Manager oversees rigorous policies and procedures on all aspects of the programme. An annual Self-Assessment Report, which includes feedback from all stakeholders, is produced against criteria of the Common Inspection Framework (Ofsted).

LFE's quality assurance strategy includes using consultants (current Ofsted Inspectors) for conducting independent quality checks, including observing delivery staff, such as BTEC and Functional Skills Tutors and club staff.

LFE Regional Officers are also regularly observed performing key duties.

Feedback

LFE utilises feedback from both learners and club staff to further improve programmes. Feedback is requested at the following stages:

- 1. Initial Assessment/Induction** – to ensure learners have been correctly assessed and placed on a suitable programme to meet their needs.
- 2. End of Year 1** – to gauge how well learners are progressing, and to identify areas of strength and areas for improvement.
- 3. Exit Review** – to identify how much support learners have received around progression from the course, and to identify if further support is required.

Internal Verification and Continued Professional Development (CPD)

Throughout the programme, LFE carries out a robust Internal Verification process to ensure:

- assessments are fit for purpose
- assessment decisions accurately match learner evidence to the unit assessment criteria and assessment guidance
- assessors are standardised and assessment and grading is consistent across the programme

In addition, LFE requires all staff delivering on the CT Study Programme to attend three CPD days per academic year. This training ensures all staff are kept up to date with new developments within Teaching, Learning and Assessment and ensures all practices are standardised.

LFE continuously strives to improve the programme by listening to and acting upon feedback from learners and club staff

FAQs

Does the BTEC Diploma in Sport offer a route into university?

In short, the answer is yes, but it is dependent upon grades achieved and the individual entry requirements of the universities.

LFE would advise all learners with university aspirations to attain the highest grades possible in their qualification as it would be unlikely for someone to be offered a place if they achieved only pass grades on the BTEC Diploma in Sport.

The framework also provides Accreditation of Prior Experiential Learning and this would support any higher education application. However, a learner would still be required to ensure that their grades were at the higher end of the scale.

What is the BTEC course worth in terms of UCAS points?

The BTEC Diploma in Sport course offers up to a maximum of 112 UCAS points for a double distinction, which is equivalent to two A grades at A-Level.

Other grades accrue the following points:

- Distinction Merit = 80
- Merit Merit = 64
- Merit Pass = 48
- Pass Pass = 32

Please note that all applications for places on university courses will be subject to the entry requirements of individual universities.

What are Functional Skills?

Functional Skills are skills that are commonly needed for success in a range of activities in education, training, work and life in general. For example, basic mathematical and communication skills.



Supported by



Senior Management Team

Sarah Stephen
Chief Executive
T 01772 326870
E sstephen@lfe.org.uk

Keith Leighton
Chief Education Officer
T 07734 844312
E kleighton@lfe.org.uk

Paul Bartlett
Regional Officer &
Designated
Safeguarding Officer
T 07813 088469
E pbartlett@lfe.org.uk

Craig Skinner
Regional Officer
T 07802 684412
E cskinner@lfe.org.uk

CT Study Programme Staff

Brian Kay
Community Trust Study
Programme Manager
T 07713 824040
E bkay@lfe.org.uk

Elizabeth Regan
Community Trust Study
Programme Regional
Officer
T 07435 758140
E eregan@lfe.org.uk

Ian Coldwell
Community Trust Study
Programme Regional
Officer
T 07940 985577
E icoldwell@lfe.org.uk

Laura Wentmoor
Community Trust Study
Programme Regional
Officer
T 07584 199444
E lwentmoor@lfe.org.uk

Central Office Staff

Clive Cheetham
Quality Improvement
Manager
T 01772 326872
E ccheetham@lfe.org.uk

Jenny Hornby
Executive PA
T 01772 326873
E jhornby@lfe.org.uk

Greg Fearon
Data Manager
T 01772 326873
E gfearon@lfe.org.uk

Angela Bromley
Finance & Office Manager
T 01772 326871
E angela.bromley@lfe.org.uk

Dan Jolley
Projects Manager
T 01772 326874
E djolley@lfe.org.uk

Simon Williams
Life Skills Manager
T 01772 326874
E swilliams@lfe.org.uk

Elaine Brand
Assistant Projects Manager
T 01772 326874
E ebrand@lfe.org.uk

Anthony Cato
Transition Officer
T 01772 326875
E acato@lfe.org.uk

Kelly Butterworth
Projects Officer
T 01772 326874
E kbutterworth@lfe.org.uk

Jenny Lees
MIS Administrator
T 01772 326873
E jlees@lfe.org.uk

Lorraine Nour
Quality Improvement
Assistant
T 01772 326872
E lnour@lfe.org.uk

Michael Cooke
Assistant Data Manager
T 01772 326873
E mcooke@lfe.org.uk



League Football Education

EFL House
10-12 West Cliff
Preston PR1 8HU

T 01772 326870
E info@lfe.org.uk
lfe.org.uk



Established by

