

Bromley Mencap Training Centre Learner Handbook 2025/2026



Welcome

Welcome to Bromley Mencap Training Centre a specialist SEN provision for learners aged between 16 – 25 years old. Established in 2023, we offer our learners the opportunity to build and develop valuable life and employability skills. We support learners on a journey to gain accredited qualifications and the confidence for future progression. Every achievement is an accomplishment for our learners.

Find Us

We are based near Bromley South train station and a short walking distance from a number of bus stops.

Rutland House,
44 Masons Hill,
Bromley,
BR2 9JG

training.centre@bromleymencap.org



Meet the Team



Mark Murphy
*Head of Curriculum &
Quality
(SENCO/DDSL)*



Jane Stewart
SEND Tutor



Sue Morrison
SEND Tutor



Tracey Weyman
SEND Tutor



Laura Acock
*Enrichment & Learner
Administrator*



Sarah Barclay
*Employment
Progression Advisor*



George Cantwell
*Learning Support
Assistant*



Matt Stanbury
*Cleaner & Reading
Assistant*

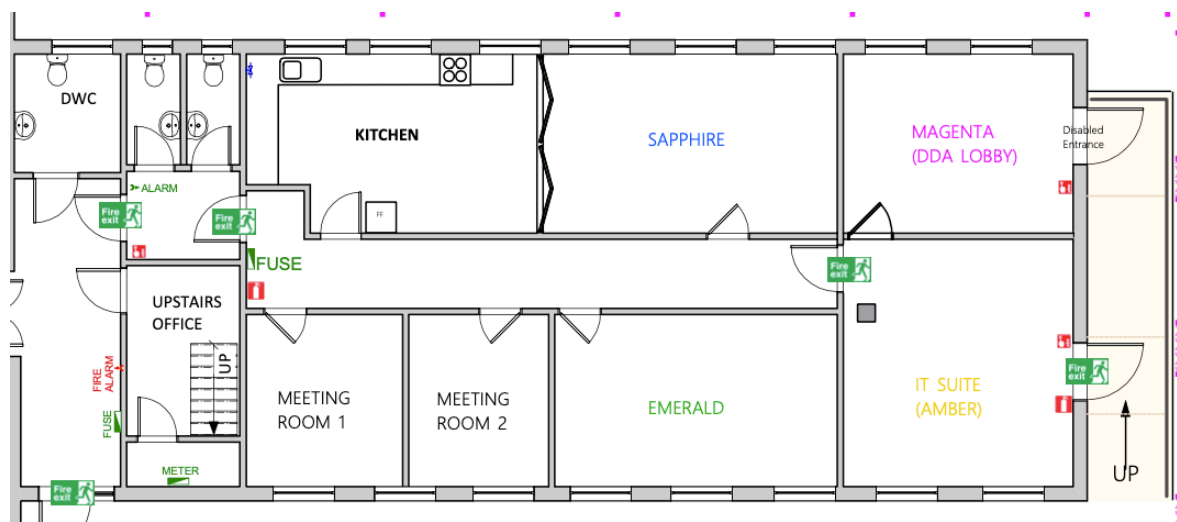


Angelica Koomson
*Speech & Language
Therapist (SALT)*

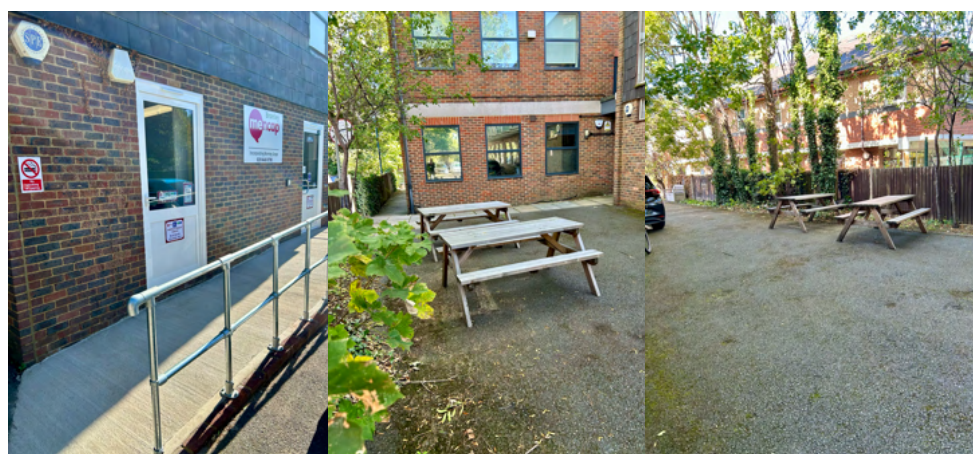


Benji Murphy
*(cavapoo)
Support Dog*

Our Facilities



Our Training Centre has a communal area (Magenta room), it also has an IT Suite (Amber room) and two teaching classrooms (Sapphire and Emerald room). There is a kitchen area and outdoor garden seating area.



Kitchen



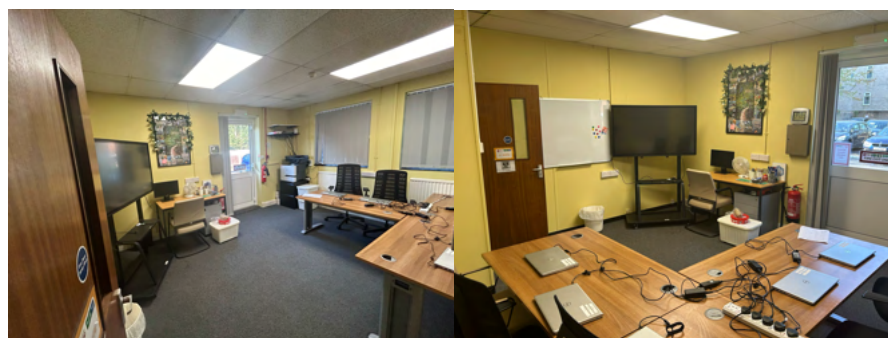
Sapphire Room



Emerald Room



Amber Room



Timetable

A timetable for learners will look as follows:

Times	Monday	Tuesday	Wednesday
9.30 - 10:00	Morning Briefing	Book Club	Book Club
10:00 – 11:00	Lesson 1 Sue Employability	Lesson 1 Jane Employability	Lesson 1 Tracey Employability
11:00 – 11:30	Break	Break	Break
11:30 – 12:10	Lesson 2 Tracey English Skills	Lesson 2 Sue English Skills	Lesson 2 Jane Maths Skills
12:10 – 12:15	Lesson Change	Lesson Change	Lesson Change
12:15 – 1:15	Lesson 3 Jane Employability	Lesson 3 Tracey Employability	Lesson 3 Sue Employability
1:15 – 2:00	Lunch	Lunch	
2:00 – 3:00	Enrichment	Enrichment	

The day starts at 09.30am and learners can arrive from 09.15am. The day finishes at 3.00pm on a Monday and Tuesday, and 1.00pm on a Wednesday.

Qualifications & Learning

The Training Centre offers recognised accredited qualifications in partnership with Open College Network London (OCN London). The following qualifications are available for each year group:

Year 1	Year 2
OCN Entry Level Certificate/Extended Certificate in Skills for Independence and Employability (Entry 2 & 3)	OCN Level 1 Award/Certificate in Vocational Studies
OCN Level 1 Award in English: Read	
OCN Level 1 Award in English: Writing	
OCN Level 1 Award in Maths: Measure, Time and Temperature	
OCN Level 1 Award in IT User Skills	

In addition, other qualifications are available including Level 2 Food Hygiene and Emergency First Aid at Work.

Enrichment Programme

Learners also benefit from a holistic enrichment programme. This utilised workshops, guest speakers and trips to support with extra curriculum learning and wider soft skills. These professionals, services and organisations, include:

- Metropolitan Police Service
- London Fire Brigade
- London Ambulance Service
- Bromley Healthcare
- Red Cross
- Bromley Little Theatre
- Trading Standards
- Bromley Healthcare
- Bromley Library
- London Parliament

Our Support Dog: Benji



Benji is our Training Centre support dog. He is a Cavapoo and friendly, kind and gentle natured.

Benji attends one day per week and learners are welcomed to walk, play or cuddle with Benji under the guidance and supervision of staff.

Term Dates

Term	Dates
Autumn 2025	Monday 15 th September to Wednesday 15 th October
	Half-term Monday 20 th October to Friday 31 st October
	Monday 3 rd November to Tuesday 16 th December
	Christmas Break
Spring 2026	Tuesday 6 th January to Wednesday 11 th February
	Half Term Monday 16 th February to Friday 20 th February
	Monday 23 rd February to Wednesday 1 st April
	Easter Break (Good Friday 3 rd April, Easter Monday 6 th April)
Summer 2026	Tuesday 21 st April to Wednesday 20 th May
	Half Term Monday 25 th May to Friday 29 th May
	Monday 1 st June to Tuesday 7 th July
	35 academic/delivery weeks

Professional Development Days:

Monday 8th September
 Tuesday 9th September
 Wednesday 10th September
 Wednesday 17th December
 Monday 5th January
 Monday 20th April
 Wednesday 8th July

Safeguarding and Well-being



Bromley Mencap Training Centre



WHO CAN I GO TO FOR HELP?



Safeguarding



Steve Barnes
Organisation Designated
Safeguarding Lead
07718 495 640



Mark Murphy
Education Designated
Safeguarding Lead
07745 647 006



Jane Stewart
Senior Mental
Health Lead

First Aiders



Mark Murphy



Sue Morrison

Health & Safety



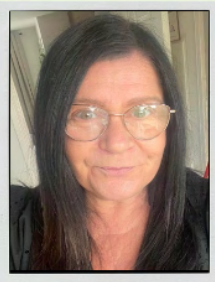
Mark Murphy

Websites & Contact Numbers

Emergency Services - 999 (feeling unwell call 111)
MIND - 0300 102 1234
ChildLine - 0800 1111
Samaritans - 116 123
Young Minds - text YM to 85258



Jane Stewart



Sarah Barclay

Learner Agreement

Bromley Mencap Training Centre responsibilities

1. To complete a 'Vocational Plan' with each learner.
2. To monitor, review and observe the learner whilst in the placement.
3. To provide meaningful learning and qualification opportunities.
4. To ensure that the learner understands health and safety whilst using the premises.
5. To monitor and record punctuality and attendance whilst in the placement.
6. To create a safe learning environment that helps each learner reach their full potential.
7. Treat every learner with respect and courtesy.
8. To offer information and support and tuition that enables each student to fulfil their Independence, vocational and employability requirements to achieve success in accredited learning.

Learner responsibilities

1. To attend timetabled learning days and lessons
2. To arrive on time to the Training Centre
3. To notify Training Centre of any absences or lateness in due time
4. To participate and engage in lessons, learning activities and assessment tasks
5. To only use mobile phones during scheduled periods of the day, outside of learning times
6. To follow staff instructions and requests.
7. To adhere to Training Centre site rules, health and safety, no smoking policy.
8. To dress appropriately for the study day.
9. To treat others with respect and courtesy.

Parent/Carer responsibilities

1. To notify Training Centre of any absences or lateness in due time
2. To inform Training Centre of any changes to personal details
3. To contribute towards and attend EHCP annual review meetings