

 Incorporating Bromley Scope	Version	2
	Date Ratified	11 th September 2025
	Date for Review	1 st September 2026
	Ratified by	Senior Management Team

Bromley Mencap Training Centre Curriculum Offer and Intent Statement

Summary

At Bromley Mencap Training Centre 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.

Curriculum Staffing

Our curriculum team have distinct roles in supporting the overall running of the education provision:

- Head Curriculum & Quality – oversee the operational running of the education provision. Lead on the curriculum and quality functions and duties.
- Special Education Needs (SEND) Tutors – plan and deliver lessons against the qualifications being offered, mark and assess learners work. Track and monitor progress. Assist with learner reports and delivering enrichment programmes.
- Enrichment & Learner Administrator - supports with admin tasks and arranging workshops, guest speakers and planning enrichment sessions to support wider skills.
- Employment Progression Officer – meet with learners to review progress, establish destination outcomes and provide a transition plan. Deliver Skills for Work employability sessions.
- Learning Support Assistant (LSA) – provide the in class support, supporting tutors with delivering. Assisting with 1:1 or group catch-up and workshops. Providing observation reports.
- Cleaner & Reading Assistant – complete the daily cleaning duties of the training centre. Support with the Tuesday and Wednesday morning reading sessions.

Training Centre Facilities

Our facilities include classrooms, kitchen, computer suite, communal chill-out and reading area as well as an outdoor garden and horticulture area. Our teaching areas are spacious, with controllable lighting and access to sensory tools.

Curriculum Intent

Our curriculum is carefully considered, to reflect the needs of the local and wider community as well as tailored to any individual learning goals and aspirations. As standard learners will be supported with learning employability skills and vocational learning through accredited qualifications. Topics and subjects are chosen to further support learners with developing their social, communication and interaction skills, appropriate friendships and relationships with others. Our aim is to also facilitate access to the local community and community services.

Curriculum Implementation

Our curriculum is delivered by trained and experienced tutors in small groups, we design and deliver subject content in the curriculum offer that allows learners to transfer key skills and knowledge. In lessons learners are encouraged to discuss, debate, and share their views on what is important to them. Core Mathematics and English skills are embedded, and technology is utilised to enable the confidence in digital and computer skills. The curriculum is sequenced so that new knowledge and skills build on what learners know and can do, and learners can work towards defined end points.

Curriculum Impact

Our curriculum enables learners to gain greater confidence and independence. Learners know more, can remember, and apply more, meaning that they can do and achieve more when at home or in the workplace. Learner's social, communication and interaction skills continue to improve and develop through the wider tutorials and activities completed. Learners achieve qualifications and experience that will enable them to progress into paid or voluntary employment, work experience, further study and learning.

Curriculum Offer

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

Year 1 Pathway	Year 2 Pathway
Entry Level 3 Certificate/Extended Certificate in Skills for Independence & Employability.	Level 1 Award in Vocational Studies.
Level 1 Award in Reading Level 1 Award in Writing Level 1 Award in Measure, Time, Temperature.	Level 1 Award in IT User Skills. Emergency First Aid at Work.

Please refer to the curriculum roadmaps for further information on the topics and units covered within these pathways and qualifications.

Learner Timetable

Our learners attend three days per week. 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. 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	

Enrichment Offer

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 Magistrates Court	· Bromley Little Theatre · Trading Standards · Bank of England · Bromley Library · London Parliament · Blue Cross
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Skills for Work

The Skills for Work programme will be delivered one afternoon a week. The workshops sessions will cover a range of topics including; CV writing, job applications, interview preparation and communication in the workplace. The programme will also include talks and visits from external professionals and employers.

Support Dog

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 interact with Benji under the guidance and supervision of staff.

We want everyone to LEARN in our lessons....

