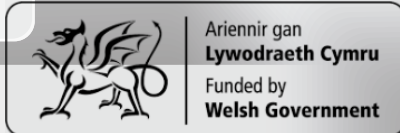




Don't call it a dream...  
...Call it a plan. **Threshold**

# LIMITLESS

Programme



## Guided Learning - a step by step guide

### Hello and welcome!

Welcome to the LIMITLESS Project's Guided Learning Programme - an opportunity for women in employment to study at home and up-skill with 1:1 support from our qualified tutors, via a range of electronic platforms.

The LIMITLESS Project is funded by The European Social Fund (ESF) under Priority 2, Skills for Growth: SPECIFIC OBJECTIVE 4. Its purpose is to up-skill women through education and help them improve their career prospects and labour market position.

On the reverse side of this flyer (page 2), you will see our 4-step guide in delivering and accrediting your training.

**STEP 1: Chat with us - find out more about your training and how to engage with us.**

**STEP 2: Acquire learning materials - we'll make available our curriculum!**

**STEP 3: Guided Learning - receive tailored support from our tutors.**

**STEP 4: Submission of workbook - get accredited!**

For more information regarding the rationale and background to our Guided Learning, please refer to our **Guided Learning through the LIMITLESS Project** information sheet.

### Follow us!

New qualifications will be made available in the coming weeks, and they will be announced on our website (<http://threshold-das.org.uk/services/limitless>) and across our social media.

For further information, please contact us on:



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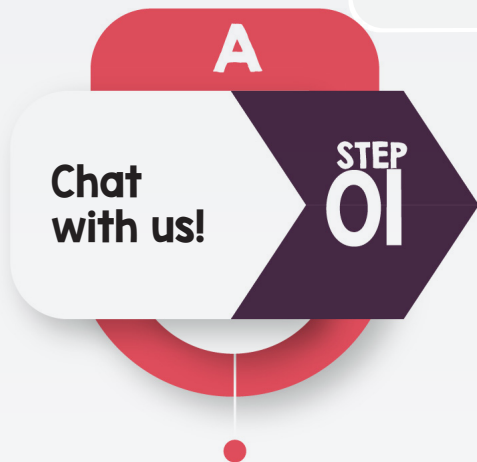


Threshold DAS



@Threshold\_DAS

email [limitless@threshold-das.org.uk](mailto:limitless@threshold-das.org.uk)  
or phone (main office) on 01554 700 650



Once you have registered, one of our tutors will contact you. Please provide them with a form of communication for by which you are happy for to keep in touch for the next few weeks. Our tutors will be happy at this stage to explain the training to you in detail - about the qualification itself, how the guided learning will take place, how you will be assessed etc.

This is a great time for you to ask us any questions you may have about our Guided Learning programme. If you have any queries, suggestions, or specific educational needs, we will do our best to accommodate them. At this stage, our tutors will fill out an Individual Learning Plan (ILP) for you. It will enable us to keep track of your learning and provide a better learner-centered experience.

Our tutors will tailor support to suit you; you may want to press on ahead once you receive the learning materials, or if you wish, our tutors can set mini-deadlines throughout your Guided Learning period and offer continuous feedback (though these are not mandatory).



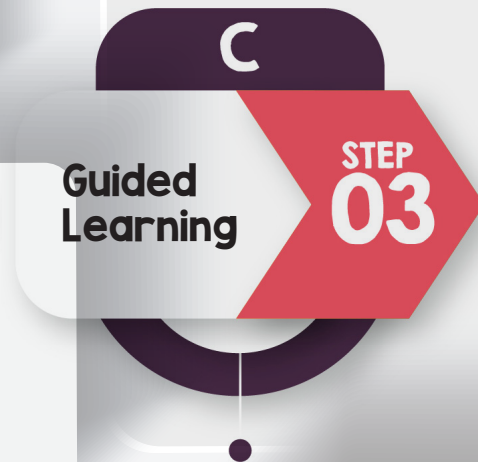
Once you have gotten to know our tutor, they will provide you with the LIMITLESS Guided Learning materials upfront as to allow you to familiarise yourself with the subject matter.

At the centre of the curriculum is a PDF of a PowerPoint presentation. This PowerPoint presentation is the same as the one our tutors use in our traditional classroom training.

Accompanying this PowerPoint presentation is our Guided Learning Instruction Sheets - these sheets were specifically devised by our tutors to help you complete your assessment booklet and to signpost you to teaching materials.

Alongside these materials, there may be work sheets/ quizzes etc - all designed to help you gain a better understanding of your chosen topic.

As soon as you receive the training materials, we will register you with our Awarding Body (Agored Cymru).



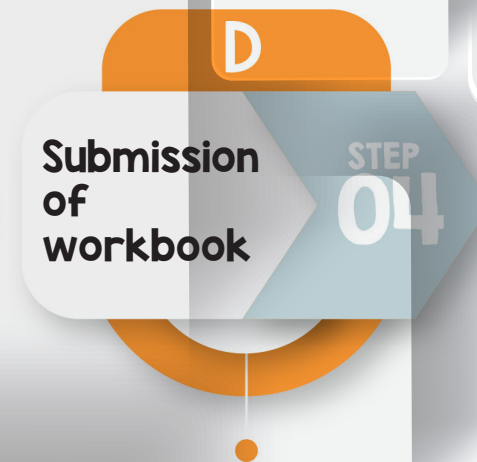
**Your Guided Learning period starts here!** During this period, your tutor will guide you through the learning materials and will be on hand to discuss/explain topics in your chosen unit of study.

You will have a period of **one month** to complete your workbook.

Guided learning is highly personal and will be led by you. How often you contact your tutor is down to you, but ideally, each learner should have at least one help session/tutorial appointment a week.

Not sure of how many hours of studying you should be doing? Your tutor will have discussed time-frames, submission dates etc with you during Step 1, and your tailored support will have been devised according to the number of credits you are studying.

Not every learner wants or needs extensive help, but should you feel like you do, please do take advantage of 1:1 support available.



Once you have completed your Guided Learning and returned your workbook to your tutor, it will be assessed.

Should your workbook need further work, our tutors will contact you and provide you with extra tuition. You will have an extension of a week to resubmit.

Otherwise, your workbook will be put forward for internal quality assurance, and all being well, your learning will be accredited and a certificate will be awarded.

Our tutors will email you forms to exit you from this unit. Once received, your certificate will be made available to you.

Should you wish to undertake more modules, please contact your tutor.