

GENERAL POLICY

Introduction

The VTC is an onsite facility which provides Vocational Training to Trainees with Special Needs past school going age. Unity College's VTC aims to empower individuals to become self-reliant and stimulate entrepreneurship. This is in a nurtured environment where individual needs and functioning levels are considered. Businesses are more willing to invest in a community with strong human resources.

Vision and Mission

- Helping Trainees to develop a healthy self-image, introducing the concept of a career or work, teaching Trainees positive attitudes and work ethics.
- Develop Interpersonal, Intrapersonal and Functional Skills.
- Learn more about their abilities and how to apply them to independent living at home and in the workplace.
- To assist Trainees to expand on learned skills, to make decisions, take responsibility and solve problems through VTC short courses.
- To understand and celebrate the Trainee's own desires and aspiration/s.
- To assist Trainees to identify career and educational goals.
- Expose Trainees to entry-level job skills and providing Work Experience opportunities and in the process, encourage a smoother transition into the World of Work.

Operational Offering

1. Hospitality Industry Training:

- Hygiene, Health and Safety – Personal Hygiene, Kitchen Hygiene and Safety
- Meal Planning and Time-Management
- Basic Food and Beverage Preparation - Small Scale and Production Line.
- Confectionery Skills - Baking
- Cooking – Frying and Grilling
- Drying of Herbs
- Preserves – Salty and Sweet Preserves from basics to end product - Chutneys, Pickles and other Preserves.
- Food Storage and Preservation– Freezing, Dehydrating, Drying and Conserves
- Scullery Skills – Dish Washing, Stacking and Drying.
- Customer Care Service – Customer Communication, Food and Drink Specifications (taking orders) and Presentation (delivery).
- Environmentally Friendly Detergents – Mixing, Uses and Application
- House Keeping – Cleaning

2. **Laundromat Skills:**

- Receiving of Laundry
- Sorting
- Washing and Drying
- Ironing and Folding

3. **Horticultural Skills:**

- Propagation Methods – Seeds, Cuttings, Grafting, Budding, Division
- Irrigation
- Compost – Ingredients and Process
- Sustainable Worm Farm
- Herb Garden – Creating, Maintaining, Pinching and Drying for cooking

4. **Carpentry Skills:**

- Using appliances
- Sanding
- Measuring
- Welding and grinding

5. **Art**

- Painting- acrylic and oil
- Signage

Short Courses

To expand the offering at the VTC, a variety of short courses has been introduced throughout the course of the year. The VTC courses normally correspond to the Unity College four term school calendar. Some examples include:

- Basic First Aid Workshop
- Barista Training
- Beauty and Aesthetics – Manicure, Pedicure, Mini-Facial and Back and Neck Massaging
- Hairdressing – Shampooing and Conditioning Application

All short courses are presented by professional volunteers from the community.

Daily Operation

The VTC will correspond to Unity College School Hours:

- Mondays to Thursdays 08:00 – 14:00
- Fridays 08:00 – 13:00

Weekly Timetable

Refer to the VTC Timetable.

Practical Work Experience and Job Shadowing

Overall, Work Experience plays an important role in developing a Trainee's Personal and Social skills and gives them important opportunities to learn directly about the World of Work. It also equips Trainees with certain soft skills, such as Teamwork, Communication Skills and Commercial awareness. Current Work Experience venues include Steyn City Equestrian Restaurant, All Inclusive Coffee Shop (Barista and Confectionery Training), Newton House Boarding House (House Keeping) and Watercombe Farm Indigenous Tree Nursery. All Trainees start off with Sheltered Work Experience and then have the opportunity to build themselves up to manage Work Experience in the Open Labour Market.

Job shadowing will be introduced in the near future.

Entrepreneurial Skills

To encourage Entrepreneurial Skills, the VTC Trainees participate in Unity College's Annual Market Day. They are involved in the Planning, Preparation, Labelling and Sales of Products.

Assessments

Continuous Assessment is applicable. Observation, Checklists, Photos and Videos are key assessment tools. Bearing the nature and functioning levels of our Trainees in mind, no formal written assessments apply.

Portfolio of Evidence

This document is kept at school for the duration of the course and will be sent home on completion of course.

Uniform

Both female and male trainees wear:

- Black pants
- White golf shirt/t-shirt
- Flat, comfortable black shoes
- Chef's aprons and head gear are provided.

Contact Details

Principal: Jeanine Kerr at principal@unity-college.org.za

VTC Trainer: Mia-Carma Foxcroft at miacarma81@gmail.com | mia-carma@unity-college.org.za