**Derby City Council Alternative Provision Approved Directory Template**

**Key College – Essential Digital skills**

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| **Organisation** | YMCA Key College | |
| **Key Contact Details** | Address | 4 Coronation Station, Ilkeston, DE7 5QH |
| Website | www.keycollege.co.uk |
| Telephone | 07851 252068 |
| Lead Contact email | kimberley.newton@ymcaderbyshire.org.uk |
| **Organisation Introduction**  *‘Who we are’* | We believe that every young person should have the opportunity to fulfil their potential. We simply provide suitable learning courses, the right environment with dedicated tutors to make sure this happens.  At campuses in Derby, and Ilkeston, we provide a range of accredited vocational programmes for young people offer integrated and discrete groups at any point within the academic year with a roll on roll off programme of study. | |
| **External Validation** | *NCFE* | |
| **Admissions Criteria**  *‘Who the programme is intended for’* | A keen interest in the subject area and interested in a career or future study of business administration | |
| **Programme Overview**  *‘What we can offer’* | Learners will develop an understanding of the full Microsoft office suite. They will learn how to produce a range of document using Microsoft office tools including excel, PowerPoint and word. Learners will also cover the basics of AI and develop some small knowledge around the basics of coding. Learners will also ensure that they are able to keep themselves safe online and understand how to maintain secure files and accounts online. | |
| **Cost** | £450.00 per day for up to and including 5 students.  £225.00 per half day for up to and including five students.  £132.00 per day for each integrated learner | |
| **Programme Location** | Ilkeston | |
| **Programme Length** | Term time only length can be tailored | |
| **Staff qualifications & training** | All staff have extensive experience and knowledge of their chosen field and conduct annual dual professionalism placements and curriculum development with industry experts. | |
| **Safeguarding** | Key College has a safeguarding team Kelly Jackson is the designated safeguarding lead. | |