



Prospect Training Services (Gloucester) Ltd

PTS COURSE GUIDE

***UNLOCK YOUR POTENTIAL,
SHAPE YOUR FUTURE***



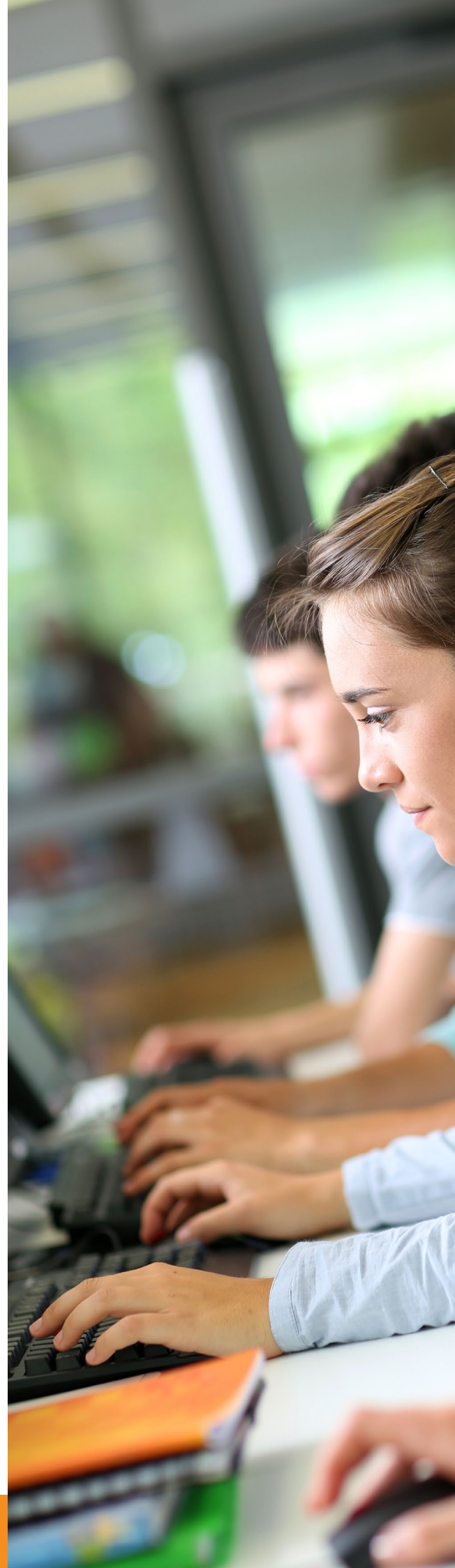
2023-2024



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***Unlock your potential,
shape your future***





WELCOME TO OUR COURSE GUIDE

Prospect Training Services (PTS) are a learner-focused service that provides a wide variety of programmes to help you find the best career pathway. We can support you in gaining any skills, qualifications and experience you may need for the future ahead.

We have many programmes available, including:

- Careers Advice
- Pre-16 Support
- Tailor-made Work Experience Programmes
- The Employability Provision
- Post-16 Options
- Qualification Provision
- High Needs Support
- Adult Education

Thinking about your options when leaving education or finding a job can be overwhelming, and it can be difficult to know which route to follow. But don't worry, we've got you covered, and this guide will help you explore some of the options you have available.

THE PTS PEDIGREE

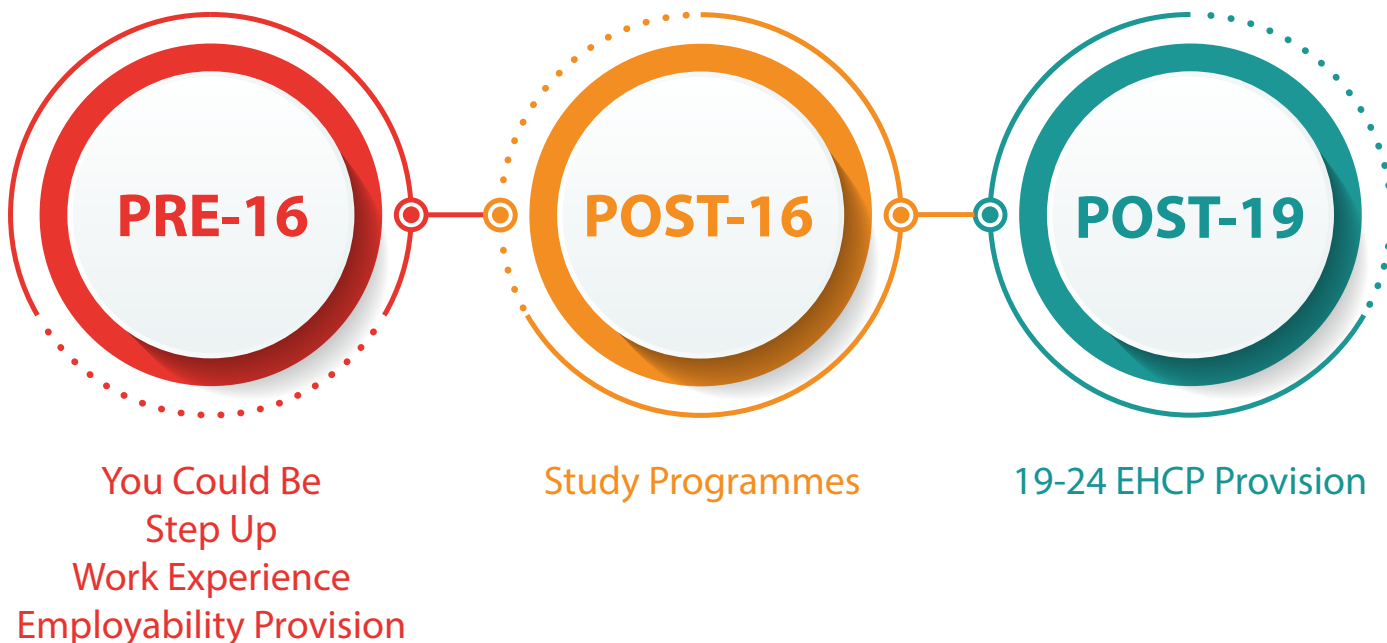
With PTS, you're in safe hands. We have over 20 years of experience and have delivered training and support to more than 45,000 individuals. For the past two decades, we have received grade 2 from Ofsted and have established an excellent reputation locally, nationally and internationally. PTS offers a vast range of courses that can develop your skills and help you access different progression routes in the sector of your choice. The most important thing you should know is that flexibility is at the heart of everything we do, which means that we can tailor our courses to meet your needs.

For further information or to join our programmes, please contact Jane Trehearne on **01452 300 255** or **07500 962 071** or email janet@prospect-training.org.uk

Alternatively, please speak to your Careers Advisor, Head of Year, Head of School, or ask your parents/carers to contact us.

YOUR JOURNEY

At PTS, we are always here to help regardless of where you are in your career journey. Whether you're about to finish school or need extra qualifications to help you apply for your ideal job, we have plenty of courses available. All our programmes are tailored to suit your needs and include career support alongside information, advice and guidance.



CAREERS ADVICE

If you can't decide what career path to take, never fear, we're here for you.

We provide Careers Education, Information, Advice and Guidance (CEIAG) to help you identify suitable career pathways.

We can:

- Provide CEIAG in schools, one to one or even visit you at home.
- Support you and your parents/carers with year 9 options.
- Provide one to one mentoring sessions from year 9 to year 11.
- Help you make informed post-16 options.
- Support on your GCSE exam results day with your post-16 plans.

You might be confused about what direction to take or you might not achieve the results you need but don't panic! PTS can offer guidance to help you with your next step. One of our IAG staff can meet with you to find a suitable pathway, which we then help to organise. It might be further training, employment, an apprenticeship, or another route.

We know that a plan that works for one person might not work for another, so we treat you as an individual to find a solution that fits **your** needs.

PRE-16 SUPPORT

If you are at risk of becoming NEET (not in education, employment or training), struggling with school or work and would like some support, PTS have the following programmes available to help you get back on your feet.

YOU COULD BE PROGRAMME

The 'You Could Be...' programme helps learners explore their career options and how they can progress into further education, employment or training. This is usually delivered over 3 hours one day a week, over the length of a school term from either the school premises or from our Mill Place Skills Academy in central Gloucester.

The YCB programme is designed to help students explore what they could be and inspire young people to re-engage with learning, progress onto further education, employment or training with help from our specialist tutors.

This course covers:

- Employability skills training
- Personal and social development sessions
- Level 1 Award in the importance of resilience and grit qualification
- Impartial careers advice and guidance
- Support exploring and identifying post-16 options
- Encouragement to re-engage at school leading to improved behaviour and attendance at school



CAREER MAPPING WORKSHOPS

These seven-hour courses support those in Year 11, 12 or 13 who are leaving school or sixth form and are at risk of becoming NEET.

This includes:

- Online skill assessments to match your personality traits and interests to different job sectors.
- Career mapping activities to help you plan the next steps in your career.
- Support with CVs, job applications and interviews.

SKILLS TOWARDS ENABLING PROGRESSION (Step Up)

This 'roll on roll off' program is based at our Mill Place Skills Academy in central Gloucester, meaning students can join at any time.

This programme runs from September to the end of June and involves 1.5 days of classroom-based learning and optional English and maths support.

Depending on when participants join the programme they can complete either:

- The Ascentis Level 1 Award, certificate or Diploma in Skills Towards Enabling Progression (Step Up) qualification
- Weekly employability skills lessons
- Weekly Personal Social Development sessions

SUMMER SUPPORT PROGRAMME

The Summer Support Programme aids students who have fallen behind during the year due to Covid-19. This takes place during term six and the summer holidays. The programme can cover a wide range of topics, including:

- Post 16 planning.
- Employability skills.
- The Level 1 Award in the Importance of Resilience and Grit qualification.
- One on one mentoring.
- Impartial advice and guidance.
- Study skills workshops.

If you are interested in finding out more about any of the courses listed, please get in touch with Ewen Saunders on **01452 886 888** or email **ewens@trainandrecruit.com**

TAILOR-MADE WORK EXPERIENCE PROGRAMMES

Ready for some hands-on experience?

Here at PTS, we've built a huge network of around 6,000 employers in Gloucestershire, and we have a team of officers who work with employers every day to support young people, like you, into placement, further progression, employment or apprenticeships.

For Year 10 to 13 year olds, we can provide custom-made work placement packages, placing you in an occupational area to support your development and progress towards your chosen career path.

Work experience can develop your skills, confidence and self-esteem. It can also help you to make a great impression on a potential employer in a very competitive job market.

Every learner we work with is matched to an employer within the first four to six weeks of their programme and will be required to work at least 1 day per week. This will be in an area suitable for you and one where you can receive new skills and experience.

PTS will make sure that you meet with your employer and fully prepare for this. If possible, we will try to take you to your pre-placement meeting and support you during this; if not, we can help you plan your route to the placement.

Our services include:

- Designing and delivering a tailor-made placement package to suit you.
- Support for you and your parents/carers, working with the school work-experience coordinator to make sure the placement is well-managed.
- A monitoring system to support you while you're on your work-placement.
- Communication between PTS, the employer and the school to make sure the programme is running as expected.
- H&S vetting of all placements.

PTS can create a bespoke package that can be paid for accordingly.



THE EMPLOYABILITY PROGRAMME

Want to develop skills that employers really want? Then this programme is for you!

The Employability Programme (EMP) provides a personal development course, suitable for young people of all ages, that helps you to gain entry into lots of post-16 pathways such as apprenticeships, within your area of interest.



It has been delivered in Gloucestershire for over 14 years and has been really successful in preparing students, like you, for a positive work placement.

HOW DOES IT WORK?

The EMP programme works by releasing you from your curriculum for one day a week. During that weekly session, you work with a highly skilled trainer. This phase lasts for a term.

After that, you'll be placed into a meaningful and fully-supported work placement for up to three days a week for the remainder of Year 10 and/or 11.

Full post-16 planning and support is delivered throughout this programme to help you to make good career progression choices once you've completed it.

WHAT ARE THE BENEFITS?

- It develops your skills, allowing you to take part in the world of work and lifelong learning.
- It gives you the power to make informed decisions about your post-16 options.
- It's great for your personal development and self-esteem.
- It puts you in a rewarding work-based learning environment, which will help to keep you focused and build a good work ethic.

OUR COURSES

At PTS, we always do everything to ensure our learners thrive.

Our courses are open to anyone aged 16-24 and can last up to eight months. You will be given a tailored development plan and timetable as well as a meaningful, valuable and structured placement with your employer. You will receive support from dedicated tutors, assessors, Placement Officers, managers and other support staff.

You will also take part in the following classes:

- Personal and Social Development
- Employability
- One to one mentoring
- Support with English and maths (if required)

All courses include:

- Access to training such as CSCS, First Aid and Health & Safety in the workplace.
- Bursary payments and lunch allowances (if eligible).
- Paid travel expenses.

YOU MUST BE:

- Prepared to work hard.
- Honest.
- Prepared to work towards your English and maths (if required).
- Willing to engage with taught classes.





YOUR POST-16 OPTIONS

PROGRESSION OF STUDENTS INTO STUDY PROGRAMMES AND APPRENTICESHIPS

If you want to find a way to advance towards paid employment or apprenticeships, we've got your back.

STUDY PROGRAMMES

Sixth Form, Apprenticeships or college may not be your first choice. So a **Study Programme**, specific to you, could be a good route.

Here are some of the courses we can offer:

- Work Experience Programme
- Traineeships
- Construction & CSCS Programme
- English and maths (Up to Level 2 & GCSE)
- ESOL
- Illumin8 Additional Needs Programme

As part of the course you will:

- Gain a GCSE (grade 4) or Level 2 Functional Skills qualification in English and/or maths (if required). PTS will give you the opportunity to gain these valuable qualifications in a supportive environment.
- Enjoy support in IT, Personal and Social Development (PSD) and employability training to help your career progression.
- Get information, advice, and guidance on your career options.
- Gain valuable work experience.

All of this is delivered as part of your individual programme in a fun and relaxed environment that is suited to your learning needs.

To learn more, please contact Jane Trehearne on **01452 300 255** or **07500 962 071** or email janet@prospect-training.org.uk

 **IMPACT**



Looking for work experience that leads to an Apprenticeship or employment?

PTS have you covered! A traineeship allows you to gain work experience in an industry of your choosing, and at PTS, we offer these to individuals aged 16–24* who want to work but need extra help in their career journey.

Our programme includes:

A high-quality work placement of your choice

Enhancing your CV and workplace skills.

English and maths qualifications

For those who have not yet achieved a GCSE grade A–C or equivalent.

Pre-employment training

Access to nationally recognised employability qualifications to show you how to write good CVs and application forms, prepare for interviews, and much more!

ICT classes and other training

You'll need for your chosen career.

In-work placement support

To help you settle into your new company and role.

Qualified Careers Advice & Guidance

Next-step planning

To support your development beyond the work placement and towards paid employment.




** specific eligibility criteria applies*

Unlock your potential, shape your future.


Our traineeships will give you the confidence and skills to compete in the work industry with more experienced candidates.

PTS works with committed, diverse and supportive employers across the county. So, no matter what career you want, we can find the right opportunity for you.



PTS allows people to have a fresh start, and the fact that you can learn while you are working is brilliant

PTS Learner



This has been a great opportunity for me with a possibility of a job when I have finished the course

PTS Learner

I really enjoy it here at PTS, and I get all the support that I need

PTS Learner

For more information on the programmes we have available, contact Ewen Saunders at 01452 886 888 or via ewens@trainandrecruit.com

HIGH NEEDS SUPPORT

At PTS, we are extremely proud to say that we are a fully inclusive provider, with the belief that every young individual should have the chance to be the best they can be. So for those with additional needs, we have a wide range of programmes to help you achieve your goals. We also work very closely with Gloucestershire Special Education Needs and Disability (SEND) team as well as any parents or carers to make sure that you have all the support you need.

Work towards our Step Up Qualification to support your progression and career development at Entry Level 3 to Level 2 depending on your capabilities.

This may include:

- One to one mentoring.
- A dedicated learning support worker.
- Extra time and/or support in exams and assessments.
- Assistive technology.
- Adjustments to your learning environment.
- A job coach who supports you in your work placement.

We have a wide range of programmes available to you, including the Illumin8 programme, which allows you to:

- Work on your English and maths qualifications.
- Build a work preparation programme based on your needs.
- Work in a supported placement in any area you wish.
- Work closely with a personal mentor throughout your time with us.
- Take independent living classes including finance, cooking and other community based projects.
- Meet other students who can help you with your social skills.
- Gain support to help you progress into any career area you want.

For more information, please contact Kate Whereat on **01452 300 255** or **07515 596 957** or via email at katew@ptsyouth.co.uk



SAFEGUARDING/ PASTORAL SUPPORT

We are always proud of the extra care that we give to our students. We know that your mental and physical health is just as important as your education, so that is why we have a dedicated Student Services and Safeguarding Team in place.

At PTS, we always do everything to ensure that every student and staff member is treated fairly, equally and feels safe and valued. We have high regard for our student experience and an agreed code of conduct that every student and member of staff must follow.

We will be able to support you throughout your programme by having:

- Staff members who can listen and talk to you through any worries you may have.
- Close partnerships with a wide range of support agencies.
- Trained mental health first aiders.
- Home visits and support with travel.
- One to one mentoring.
- A bursary scheme and free student lunches*
- A well-being and faith room for students to use.

If you think that you are eligible for bursary support, then please speak to our Student Services Team on **01452 300 255**

If you would like to learn more or talk this through in more detail, then please contact Kate Whereat on **01452 300 255** or **07515 596957** or via email at **katew@ptsyouth.co.uk**

* Specific eligibility criteria apply.





ESOL with PTS

The ESOL course at Prospect Training Services is facilitated by experienced, CELTA qualified tutors to provide the maximum amount of support required for our learners. Our courses are suitable for young people aged 16-24, with learners being able to sit the individual elements (reading, writing, speaking, listening and communication) of the ESOL Skills for Life certificate. Maths up to entry level 3 is also taught, with emphasis on the functional English used in examination papers.

Each learner has an individually tailored programme and attends 3 mornings a week in a friendly and inclusive environment. As well as academic qualifications, the young people who enrol study British values and culture and look at what it is like to live in the UK. Pastoral care at Prospect Training Services is vital. The importance of developing confidence and self-esteem is paramount and learners form friendships with others from around the world.

Support with bursary applications and any other required paperwork is always available.

Work experience (if eligible) can be arranged, and progression is aided with specific sessions about going to college, career planning and CV writing.

For more information, contact Sally on
01452 300 255 or sallyc@prospect-training.org.uk



Study Programme Case Study

Howdens Builder's Academy



Ibrahim Drame and Neil Suttle

We're always proud of our learners' and enjoy celebrating achievements. We recently received some amazing feedback from one of our Study Programme learners, Ibrahim Drame, who just completed a week of work experience at Howden's Building Academy in Cheltenham.

Before PTS, he was working shifts at Burger King and Kaspas, but wanted to work as a bricklayer. When he came to PTS, he decided he wanted to participate in a Study Programme, which would allow him to gain the qualifications he needed.

As part of this programme, Ibrahim attended a week-long course at Howdens Builder's Academy with four other learners under the supervision of Howdens Builder's Academy's, Neil Suttle. The beginning of the week consisted of an induction that explained the academy's rules and expectations. Ibrahim, alongside the other learners, was taught how to install parts of a kitchen and use tools safely. Ibrahim used the skills he learnt during the week to cut worktops and panels. He showed a positive behaviour throughout his work placement and extremely enjoyed working at Howdens.

Ibrahim's programme also consists of Employment and Personal and Social Development sessions Level 2 in English and maths. He also really enjoys these, particularly his English lessons. "I enjoy the interactive tasks and activities rather than just writing," he commented. "The support from staff has helped a lot."

So far, Ibrahim has enjoyed his time at PTS. He is continuing his lessons whilst working with Kath Chapman, the Work Placement and Careers Coordinator at PTS, to find additional work experience. "It is amazing," Ibrahim commented. He said he would recommend PTS to others as it "might point them in the direction of what they want to do if they are unsure."

Well done Ibrahim in your placement at Howdens Builder's Academy! Good luck with the rest of your Study Programme!

If you are interested in our Study Programmes, contact Ewen Saunders on **01452 886 888** or email: ewens@trainandrecruit.com



Study Programme Case Study

Stroud Road Services



Esther Okuneye

Our mission, at Prospect Training Services (PTS), is to provide as many students as possible with enough qualifications and experience to take them to the next step in their careers. If they have a dream, we will do everything in our power to ensure that they leave PTS with the capability to pursue what they would like to do. After all, our youth programme tagline is: “unlock your potential, shape your future”. With the help of our team, not only do we offer GCSEs in maths and English, but we also work with employers on a daily basis to support young people into placement, further progression, employment or apprenticeships.

Esther Okuneye, who left high school in Nigeria, came to England determined to pursue a career in pharmacy. Thus, she arrived at PTS wanting to be able to gain some beneficial experience in the Health and Social care sector, alongside attaining her GCSEs. So, we got to work and managed to find Esther a work placement at Stroud Road Pharmacy, with the addition of weekly sessions in employability and personal development at PTS.

Over the course of Esther’s time at the pharmacy, she acquired a copious number of skills. With the supportive guidance of the supervisor Kelly Lee, she was able to learn about medicine, antibiotics and prescriptions – and, later on, being able to locate where each medicine was stored; also, Esther stood behind the counter and communicated with patients, helping find medication, whilst concurrently looking up the details of certain customers. It is because of this work ethic that Kelly went on to say that “Esther was an incredibly useful student at the pharmacy, she is a bright person and represented PTS really well”.

As her time with Stroud Road Pharmacy came to an end, Esther was really grateful for the chance, provided by both PTS and the pharmacy, to obtain hands-on experience in her chosen industry. She went on to say that “before I didn’t really have any routes into getting my dream career, but PTS helped me find a route to help me begin the journey. If I had not been given a work placement, I would not have had the opportunity to get a work experience at such a brilliant place”.

If that wasn’t enough, Esther prospered further by being offered a volunteering job one day-a-week at the pharmacy, on top of paid work on the weekends!

We are really proud of Esther’s progress in her maths and English GCSEs, and the evident impression she made on not just PTS, but her colleagues at Stroud Road Pharmacy. She was simply a delight to have, and we hope we have many people like Esther come to us further down the line.

Good luck, Esther!

If you are interested in our Study Programmes, contact Ewen Saunders on **01452 886 888** or email: ewens@trainandrecruit.com



Unlock your potential, shape your future

For more information on any of the support we offer, please contact your Careers Advisor, Head of Year, Head of School, or speak to your parents/carers.

**Alternatively, please contact
Ewen Saunders:**

Tel: 01452 886 888

Mobile: 07540 778 503

www.prospect-training.org.uk

Prospect Training Services (Gloucester) Ltd
Prospect House
C4 Brunel Court
Waterwells Business Park
Quedgeley
Gloucester
GL2 2AL

