



Prospect Training Services (Gloucester) Ltd

PTS COURSE GUIDE

2024-2025

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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.



↓ 16

PRE-16

Our Pre-16 offer includes our **You Could be, Step Up, Work Experience** and **Employability** programmes.

↑ 16

POST-16

Our Post-16 offer includes our **Study** programmes.

↑ 19

POST-19

Our Post-19 offer includes our **Multiply - Your Next Step** Programme.

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 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:



Skills for Work.



Skills for Life.



Impartial careers advice and guidance.



Level 1 Award in the Importance of Resilience and Grit qualification.



Encouragement to re-engage at school leading to improved behaviour and attendance.



Support with exploring and identifying post-16 options.



SKILLS TOWARDS ENABLING PROGRESSION (Step Up)

This 'roll-on-roll-off' programme 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 or Certificate in Skills Towards Enabling Progression (Step Up) qualification.



Weekly Skills for Work lessons.



Weekly Skills for Life lessons.

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. **These include:**



Online skill assessments to match your personality traits and interests to different job searches.



Career mapping activities to help you plan the next steps in your career.



Support with CVs, job applications and interviews.

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.**
- **Skills for Work.**
- **The Level 1 Award in Importance of Resilience and Grit qualification.**
- **One-on-one mentoring.**
- **Impartial advice and guidance.**
- **Study skills workshop.**

TAILOR-MADE WORK EXPERIENCE PROGRAMMES

Ready for some hands-on experience?

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 one day per week. This will be in an area suitable for you and one where you can gain new skills and experience.

PTS will make sure that you meet with your employer and be fully prepared 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.

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's great for your personal development and self-esteem.



It gives you the power to make informed decisions about your post-16 options.



It puts you in a rewarding work-based learning environment, which will help to keep you focused and build a good work ethic.

EMP
Employability Skills



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:



Skills for Life



Skills for Work



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

If you want to find a way to advance towards paid employment or apprenticeships, we've got your back. Based on your requirements and the stage you find yourself at currently, we'll have something perfect for you – that's a promise. Exciting times lie ahead if you enrol with us, as you will explore a service like no other.

As part of your Post-16 options, you will be guided through several avenues that will enhance your awareness of the working industry, as well as expanding your interpersonal skills and relevant qualifications. A world of opportunity awaits you, so you've come to the right place.

STUDY PROGRAMMES

Sixth Form or College may not be your first choice, so a **Study Programme** specific to you could be a good route. Here, you will be a part of the 15,000+ students we've helped in the last decade; good achievement rates are guaranteed with us at PTS. Each of our programmes is individually tailored to you, so there's no pressure to put all your eggs in one basket.

With us, we can give you the chance to expand your horizons and try a variety of things, giving you outstanding pastoral support services and a perpetually welcoming environment.

Here are some of the courses we can offer:



Work Experience Programmes.



Construction & CSCS Programme.



English and maths (Up to Level 2 & GCSE).



ESOL.



Illumin8 Additional Needs Programme.





AS A PART OF THE COURSE YOU WILL:



Gain a GCSE (grade 4 or above) or Level 2 Functional Skills qualification in English and/or maths (if required). PTS will support you around the clock to ensure your goals are met, taking you one step closer to your dream job.



Enjoy support in IT, Skills for Life and Skills for Work to enhance your progression. These sessions will not only boost your confidence but broaden your understanding in advanced areas, some of which you wouldn't have thought possible previously.



Get information, advice, and guidance on your career options – delivering on our pledge to **'unlock your potential, shape your future'**.



Gain top-of-the-range work placements that will take you to the very top, making you stand out to a diverse range of employers.



Work in smaller, intimate classroom spaces to allow you to thrive and feel comfortable, as we know that one size doesn't fit all. Diversity and inclusion are respected here.



Have opportunities to engage in a blend of in-person and online teaching. We have a handful of unique eLearning courses tailored towards the programme of your choosing.



All work experience learners will also undertake the Entry Level 3 Award or Level 1 Certificate in Progression as part of their course.



All Illumin8 learners can undertake the Entry Level 3, Level 1 or Level 2 Certificate in Progression, based on their capability.



I really struggled to see myself going anywhere at one point due to not enjoying education; however, Prospect Training Services has completely shifted my mindset and has made me eager to learn and go further. ”

Maleah

Study Programme Learner

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

WORK EXPERIENCE



Whether you're looking to test the waters in an industry you've never experienced before or you're seeking to advance your knowledge of the workplace, PTS can give you the resources you need to help fulfil your ambitions. Don't worry, we're not just going to throw you straight in the deep end.

We have established relationships with over 500 live county employers that have been eager to take on learners such as yourselves, so, naturally, we have cultivated a healthy regime where we'll liaise with your employer beforehand to ensure that you will be happy.

“ They [Prospect Training Services] have boosted my confidence. The work placement has made me decide that it is a career that I want to pursue. We have similar mindsets and the person I work with is very easy to get on with. ”

Antonio

Study Programme Learner

The possibilities are endless. We know the last thing our learners need when they are juggling their studies and work placement is more things to manage and worry about – and, in some cases, it can become slightly overbearing.

But not to fear, our specialist team will be with you throughout your time with us. They'll listen to any questions or concerns you have and will always put you first.

By doing a bespoke work experience programme with us, this gives you the chance to:

- Explore new options and meet like-minded people.
- Gain an abundance of independence and confidence.
- Enhance opportunities for future employment (not to mention how great it'll look on your CV)!
- Learn valuable insights into the inner operations of organisations and businesses within the industry.
- Develop work-related competencies and acquire a number of skills.
- Expand your professional network by building relationships with people who can help you with your career.





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 entry levels, with learners being able to sit the individual elements (reading and writing) of the ESOL Skills for Life qualification. Maths up to entry level 3 is also taught, with emphasis on the functional English used in examination papers.

WE'LL MAKE SURE THAT:

Each learner has an individually tailored programme and attends several sessions 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. So, we will ensure that you develop the confidence and self-esteem to form friendships with others from around the world.

ADDITIONAL BONUSES WHEN JOINING US WILL BE:



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



Arranging work experience (if eligible) and aiding progression with specific sessions about going to college, career planning and CV writing.

For more information, please contact **Sally Cope** on **01452 300 255** or via email at **sallyc@prospect-training.org.uk**.

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 the 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.



Extra time and/or support in exams and assessments.



A dedicated learning support worker.



Adjustments in your learning environment.



A job coach who supports you in your work placement.



Assistive technology.

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 **Zoe Price** on **01452 300 255** or **07827 731 246** or via email at **zoep@prospect-training.org.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 596 957** or via email at katew@ptsyouth.co.uk.

*** Specific eligibility criteria apply.**





Study Programme Case Study

Howden's 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 Dame, 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 Howden's Builder's Academy with four other learners under the supervision of Howden's Builder's Academy, Neil Suttlell. The beginning of the week consisted of an induction that explained the academy's rules and expectations. Ibrahim, alongside the other learners, were 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 Howden's.

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 Howden's 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 Pharmacy

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. With the help of our team, not only do we offer GCSEs in maths and English, we also work with employers on a daily bases 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 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 both by 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 other routes into getting into 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.



PTS Your Next Step Programme

Want to develop your employability skills, knowledge and confidence coupled with learning about financial awareness and building your numeracy?

You will get support in helping your employment prospects and meet employers who can support you progress into work.



£25 All Shops Voucher for completing all your goals on the course



You will be provided with lunch and drinks everyday of your course

The course runs over 3 days **only**, with sessions designed to support bitesize learning in friendly surroundings. This includes a variety of fun and engaging activities specially designed to improve your employability skills and financial wellbeing. These workshops are also delivered in small groups to support your needs.

	Day 1	Day 2	Day 3
Period 1 10:00am - 11:00am	Orientation, who's who, registration	Fractions - An Introduction	National Careers Service & Career Aspirations
Period 2 11:00am - 12:00pm	Finances – The number system	Fractions – Calculations related to everyday life	Job Search – Exploring specific roles and facilitating workshop
Period 3 12:00pm - 12:30pm	Lunch	Lunch	Lunch
Period 4 12:30pm - 1:30pm	Calculations Part 1– calculating your own budget and finance	Percentages in relation to budgeting	Employability Skills Preparing for employment and work
Period 5 1:30pm - 2:30pm	Calculations Part 2 – calculating your own budget and finance	Decimals in Everyday life	Catch up and Summary

You will also be provided with:

Multiply



Tailored sessions to improve employability skills and support your progression towards employment.



Support on financial wellbeing, cost of living and managing money.



Vouchers & Certificate of completion given on last day of course!



Meeting the Employment Liaison Team to discuss your job prospects.



Induction and enrolment sessions.



24-30 London Road,
Gloucester, GL1 3NR

66 Bristol Road,
Gloucester, GL1 5SQ

Eagle Tower,
Cheltenham, GL50 1TA

Get in touch

For more information, please contact Ewen Saunders at:



01452 886 888



07540 778 503



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**:



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