



Prospect Training Services (Gloucester) Ltd

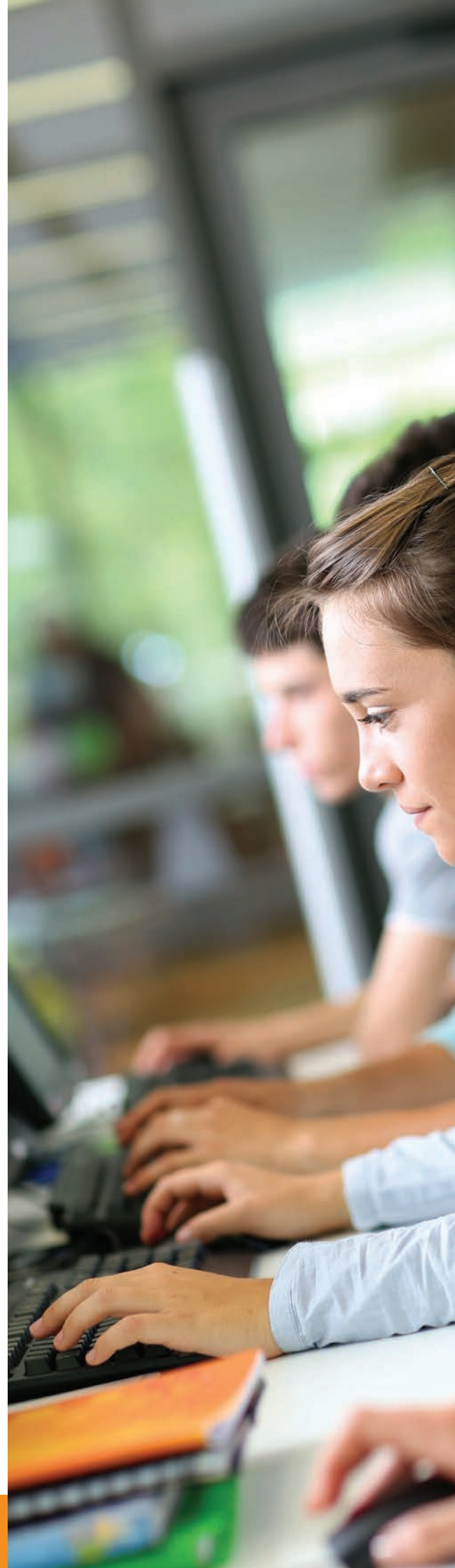
# PTS COURSE GUIDE



2022/2023

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# 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](mailto: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 July 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 Pippa Roberts on **07585 428 785** or email **[pippar@prospect-training.org.uk](mailto:pippar@prospect-training.org.uk)**

# 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 and traineeships, 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, TRAINEESHIPS 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
- Diploma in Digital and ICT Skills (Level 2)
- BTEC Diploma in Esports (Level 2)
- Child Care (Level 1)
- Health & Social Care (Level 2)
- Sports Coaching & Development (Level 2)
- 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](mailto:janet@prospect-training.org.uk)





# YOUR ROUTE INTO SPORTS COACHING & DEVELOPMENT

If you're 16-18\* years old and want a career in sport, coaching, nutrition or fitness, come to PTS!

Our **Level 2 Sports Coaching & Development Programme** will support you with:

- A vocational qualification in the industry that is nationally recognised by employers.
- Access to Level 1 and 2 international coaching qualifications.
- The opportunity to gain hands on experience with our coaching partner, Gloucester Elite Performance Centre.
- Achieving your English and maths qualifications if needed.
- Support and advice on how to write a great CV, application forms, prepare for interviews, improve your communication skills and much more!
- Personal & Social Development classes to gain confidence and belief in your abilities.
- The chance to gain an apprenticeships or employment in the UK or even the USA.

\*eligibility criteria applies.

For more information, call Ewen Saunders on **01452 886 888** to discuss the courses available or visit: **[www.prospect-training.org.uk](http://www.prospect-training.org.uk)** or email: **[ewens@trainandrecruit.com](mailto:ewens@trainandrecruit.com)**





## TRAINEESHIPS

If you're aged 16-24 and want to work, then a Traineeship might be the route for you! A **Traineeship** is a tailor-made programme for young people who may need extra help to gain an Apprenticeship or job.



It allows you to gain structured, meaningful and substantial work experience in an area of your choice to prove your worth to an employer who will offer an employment reference and paid job interview if you perform well.

### Our programme offers you the following development support:

- A programme of up to six months.
- A substantial and meaningful work placement in an area of your choice.
- A tailored development plan and timetable.
- Work preparation training each week, focused on making you more employable.
- Functional skills in English and maths (if required).
- In-work placement support.
- Next-step planning to discuss your development beyond the work placement, towards paid employment or apprenticeships.
- Support with ICT and Personal and Social Development (if required)

## What are the benefits of taking a PTS traineeship?

- You will gain work experience in the occupational area of your choice.
- Have an employment reference.
- Earn new skills and confidence.
- Receive support in English, maths and ICT.
- Interviews with employers are guaranteed.
- Get matched up to paid jobs or apprenticeships.
- Receive focused employment support.

Our highly successful Traineeship programmes have been running since September 2013. Ofsted has recognised this programme as a good practice for Traineeships and Work Experience with high placement progression into employment rates.

Given our substantial connections with Gloucestershire's employers, we can position you in your area of choice. As long as you commit, engage and work hard, you will have an excellent chance of progressing into employment with training, or an apprenticeship.

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

## APPRENTICESHIPS

We also offer a wide range of **Apprenticeships**, another opportunity for you.

We deliver Apprenticeships in the following areas:

- Business Administration (Level 3)
- Customer Service (Level 2 & 3)
- Team Leading (Level 3)
- Adult Social Care (Level 2 & 3)

To learn more, you can contact **Sarah Munday** on **01452 300 255** or via email **sarahm@trainandrecruit.com**





**You could be**

## **SUPPORT FOR YOUNG PEOPLE WHO ARE CURRENTLY NOT IN EDUCATION, EMPLOYMENT OR TRAINING**

If you're 16-24 years old and not sure where to start when trying to achieve your dream career, don't worry, Prospect Training Services is here to help. Our ESF NEET programmes are designed to progress you into either full-time education, employment, apprenticeships or traineeships.

These courses are perfect for young people who are at the start of their journey and need additional support and motivation before they are confident enough to progress onto a full-time programme. Through our ESF NEET courses, Prospect Training Services has supported hundreds of young people and helped them explore their options, develop their skills and confidence and progress onto the next step in their career.

### **Our post-16 NEET courses include:**

- You Could Be - an eight week programme perfect for those who need help exploring their education and career options while improving their confidence and employability skills.
- Kick Start - a week-long taster programme designed to help young people experience what learning at Prospect Training Services is like before enrolling on a full-time programme.

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# QUALIFICATION PROVISION

PTS can offer a range of educational and vocational qualifications to support your career pathway.

## Here are a few qualifications we can help you work towards:

- Level 2 Diploma in Digital and ICT Skills
- Level 2 BTEC Diploma in Esports
- Level 1 in Child Care
- Level 2 Health & Social Care
- CSCS for Post-16s
- Level 2 and GCSE in English and maths
- Level 2 and 3 Apprenticeships
- Level 1 in Resilience and Grit
- Level 1 Step Up - Skills Towards Enabling Progression

Many of these qualifications can be done alongside some of our other programmes. Please contact **Ewen Saunders** on **01452 886 888** or via email **[ewens@trainandrecruit.com](mailto:ewens@trainandrecruit.com)** if you would like to discuss this in more detail.



# 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.

When you start with us, we will assess your needs and create a support programme just for you.

## **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](mailto: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](mailto: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](mailto:sallyc@prospect-training.org.uk)

# POST-19 OFFER - SUPPORT FOR PEOPLE NOT IN EDUCATION, EMPLOYMENT OR TRAINING

## Our post-19 NEET courses include:

- Work Experience Programmes in any sector you choose.
- A Diploma in Digital and ICT Skills (Level 2).
- A BTEC Diploma in Esports (Level 2) to give you a practical understanding of the esports industry. This course focuses on key topics that are important in the gaming industry, such as business management, marketing, and content creation.
- Child Care (Level 1) to support your career in the Adult Care Sector.
- Health & Social Care (Level 2) for those looking for a real-life introduction to the business world.
- Up to Level 2 and GCSE in English and maths (if required).
- ESOL for anyone where English is not their first language.
- The Illumin8 Additional Needs Programme, which supports young people with EHC Plan. Support can also be carried out in a smaller group environment if it is suitable for the learner's development.

## All our courses provide you with:

- A meaningful, valuable and structured placement with an employer.
- A tailored development plan and timetable.
- Employability classes to support broader career development.
- Support with English and maths if you need it.
- Next step planning to discuss your development beyond your programme.
- Online learning options.

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

To book a free consultation regarding the training and support on offer, please contact Jane Trehearne on **01452 300 255** or **07500 962 071** or via email at [janet@prospect-training.org.uk](mailto:janet@prospect-training.org.uk)







You could be

**Are you 19-24 years old and currently Not in Education, Employment or Training?**

We specialise in providing personalised support to all our adults and young people, to help with their needs and career development.

**Our courses include:**

**Work Experience Programmes** in any sector of your choice to support your progression into employment or an apprenticeship but also gain valuable career experience and direction.

**Diploma in Digital and ICT Skills (Level 2)**

**BTEC Diploma in Esports (Level 2)** to give you a practical understanding of the esports industry.

**Child Care (Level 1)** to support your career in the Child Care Sector.

**Health & Social Care (Level 2)** to support your career in the Adult Care Sector.

**Construction & CSCS Programme** to support your progression into Construction by undergoing a construction based placement and sitting your **CSCS Card**.

**Maths and English (Up to Level 2 & GCSE)** if you have been unable to sit your GCSE's or pass them this year due to the Coronavirus pandemic, we at PTS can offer you the opportunity to get these valuable qualifications in a supportive environment.

**ESOL** supports young people where English is not their first language.

**Illumin8 Additional Needs Programme**

Illumin8 supports those young people with EHC Plans or support needs in a smaller group environment suitable for their development.



For more information call Jane Trehearne on **01452 300 255** or **07500 962 071** to discuss the courses available or visit: **[www.prospect-training.org.uk](http://www.prospect-training.org.uk)**





## Fully funded courses to support your development. We deliver accessible, high quality, locally delivered learning to adult residents in Gloucestershire.

**Do you need support to build your confidence and gain qualifications to help you progress?**  
We at PTS are here to help you.

There are a range of government funded schemes and training opportunities available to help you make sure that you are trained and qualified to support your career development, improving your skills and gaining nationally recognised qualifications to help your confidence, development and career journey.

**We offer fully funded\* courses such as:**

- ▶ English and/or Maths up to and including Functional Skills Level 2
- ▶ ESOL English and Maths
- ▶ Essential Digital Skills Qualification at Level 1 to support you in today's modern ICT world
- ▶ Employability support and career planning
- ▶ Step into Work Programme
- ▶ Level 2 Diploma in Business Administration
- ▶ Level 2 Diploma in Customer Service
- ▶ Get into Construction

*\*Specific eligibility criteria applies.*

We offer tailored support in small groups which can be offered during the day or twilight around your other commitments. Our programmes are tailored to your needs so please do not hesitate to access this funding for your future.

If you would like to discuss your training needs, please contact James Groves on [jamesg@prospect-training.org.uk](mailto:jamesg@prospect-training.org.uk) or 07586 079 265.

[www.prospect-training.org.uk](http://www.prospect-training.org.uk)



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](http://www.prospect-training.org.uk)

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