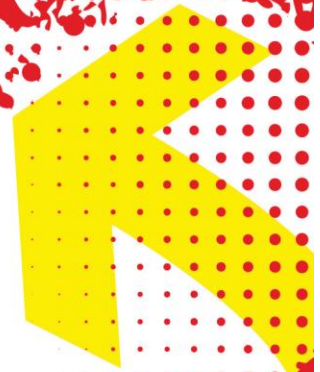




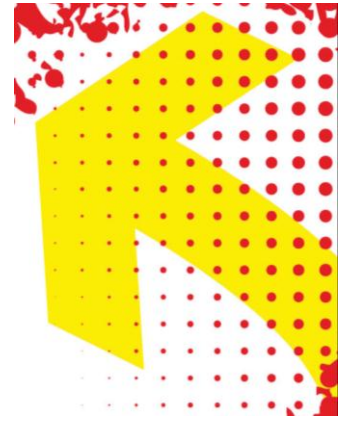
**Nottinghamshire
County Council**

Skills for Employment

Step to Success Personalised Study Programme & Traineeship Information



Nottinghamshire County Council Skills for Employment



Who Are We?

Nottinghamshire County Council Skills for Employment has been involved in training young people since 1981. Our students follow a programme of training which results in achieving a number of qualifications that will help them progress onto further training opportunities and employment.

We pride ourselves in providing quality facilities with professionally qualified staff that care about young people and their future. Over the years we have trained thousands of young people, many of whom have gained recognised qualifications and full time employment as a result of their training and work experience.

The qualifications we offer are nationally recognised and we believe our strength is in having Tutors who have the time and expertise to offer individual training and support.

The team operates from six sites across the County of Nottinghamshire and targets work within areas of greatest social and economic disadvantage. The Study Programmes focus upon personal and social development, a variety of vocational areas and employability with a strong emphasis on work experience. Students are offered the opportunity to improve their GCSE grades in Maths and English.

MISSION STATEMENT

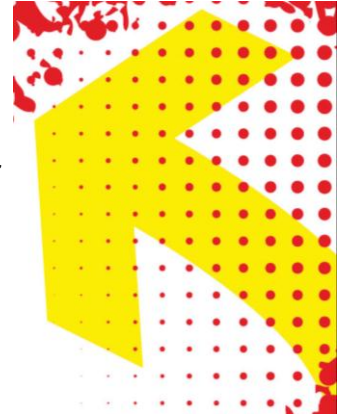
To support young people to develop their personal learning potential through quality training in preparation for sustainable employment within a diverse society.



Who we work with:

16-19 year old young people NEET (Not in Employment Education or Training)

16-25 year olds who have a diagnosed learning difficulty or disability.



What we offer:

Study Programme Accreditations:

- AIM Certificate or Award in Skills for Employment and Further Learning
- Vocational programmes in Construction, Joinery, Painting and Decorating and Health and Social Care
- ABC level 1 in Hospitality
- City and Guilds Level 2 Catering and Hospitality
- City and Guilds Level 1 & Level 2 Horticulture
- City and Guilds Functional Skills
- OCR GCSE - Maths and English.

Others include:

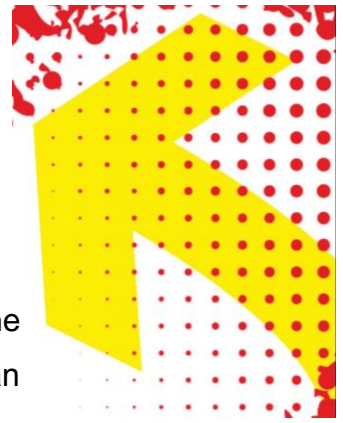
- Level 2 Food Hygiene Certificate
- CSCS Card.

An example of a typical study programme:

- Interview and induction
- Initial assessment to identify skills, qualities and progression route
- Functional Skills Maths, English & ICT initial assessment
- A personalised Individual Learning Plan, reviewed every 6 weeks
- Information Advice and Guidance throughout programme.
- Travel training if relevant
- Final functional skills and GCSE tests
- Work Placement
- A moving on plan and supported transition to further training/employment.

All vocational Skills for Employment programmes also include Employability Skills and Personal and Social Development.





Traineeships:

In addition to the study programme, we also offer traineeships. The aim of a traineeship is to secure young people's progression to an apprenticeship or sustainable job within a six month period.

Traineeships are for young people who:

- Are not currently in a job and have had little or no work experience but are focussed on work
- Are 16-19 (or 25 with LLDD) and qualified below level 3
- Providers and employers believe have a reasonable chance of being ready for employment or an apprenticeship within six months of engaging on a traineeship.

The core content of the traineeship programme will be:

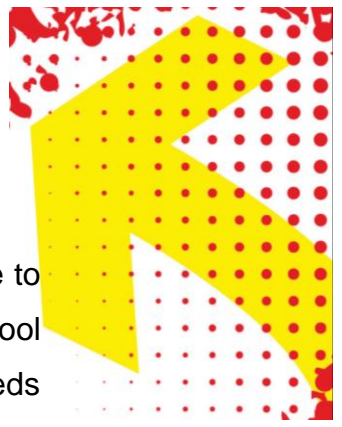
- A sustainable work placement that offers the young person developmental work experience
- Work training skills – a focused period of work preparation such as CV writing, interview preparation and interpersonal skills
- Support to improve Maths and English at entry level, level 1 and level 2, or to improve GCSE grades
- A range of other support and flexible training to help develop skills and progress quickly on to an apprenticeship or secure other employment.

The Skills for Employment team will deliver the work training skills, support for Maths and English and closely monitor work experience to set challenging but achievable targets.

The traineeship will include at least 100 hours of work experience and last no longer than 6 months.

All Travel cost is refunded and Child Benefit **NOT** affected.





Pre-16 Programme:

Skills for Employment offer a Pre-16 programme that schools are able to access for their students. Depending on the requirements of the school and young person we are able to negotiate contracts to meet the needs of everyone.

An example of the costings for this provision would be £50 per day; this would be negotiable dependant on the needs of the individual and support requirements.

How we do it:

All programmes offered by Skills for Employment are individually tailored to the requirements and needs of the student. This is agreed during induction by means of initial assessment and discussion.

In depth individual learning plans are developed and reviewed frequently for each student. This ensures additional learning support needs are met effectively, and enables them to progress well and develop their autonomy in learning.

Post 16 Bursary

Skills for Employment pay two types of bursary that can be applied for by completing a bursary application form

Vulnerable Bursary payments

A vulnerable bursary will be paid to young people who are in the following groups:

- in care or a care leaver;
- young people in receipt of Income Support or Universal Credit;
- disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments.

Discretionary Bursary payments

Discretionary bursary will be made to all young people after assessment of their family income. These payments are weighted towards those who face the most challenging financial barriers to taking part in education.

All Travel cost is refunded and Child Benefit **NOT** affected.



Base Contact Details

Stapleford Skills for Employment

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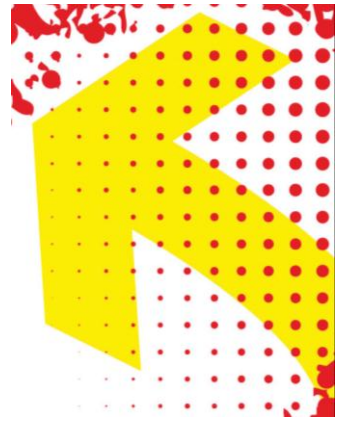
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Retford Skills for Employment

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Personal and Social Development @ Mansfield Skills for Employment

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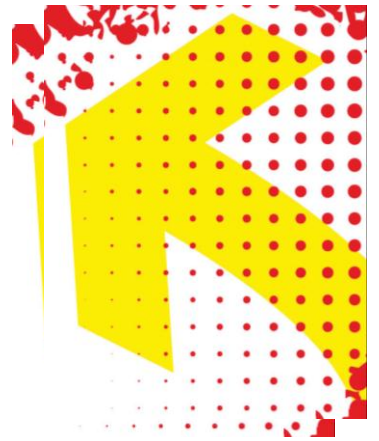
Hospitality and Catering Level 1

Philippa Howarth
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Hospitality and Catering Level 2

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Access All Areas Skills for Employment

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The AAA SEND programme works with young people between the ages of 16 – 24* who have special educational needs and/or disabilities.

We offer an individual tailored programme designed to support a diverse range of young people including: learning difficulty and disability, physical impairment, global delay, Autism, Asperger's, mental health, etc.



Vocational Areas:

Eastbourne House

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Horticulture.

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Health & Social Care.

Tracey Spick – 01623 476 674
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Eddie Jones – 01623 476 830
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Traineeships

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