



**Skills Training UK**

training in a different class



## Prospectus

Study Programme and Traineeships for 16-24 year olds



After completing the Business Administration Traineeship with Skills Training UK, Rucha Joshi is now at college and is aiming to study Psychology at university



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# Training in a different class

## Welcome to Skills Training UK.

Our values are about making a positive difference to the lives of every young person who joins one of our programmes.

Whatever your educational background or personal circumstances, we will help you to develop the skills and experience which employers look for in young people.

Our tutors will help you build your confidence and improve your communication, team work and employability. You will also be supported to improve your English and Maths.

You will receive individual help and support with any personal issues and with our guidance, you will have the chance to take your first steps towards employment or continued learning.

I hope you will also enjoy reading about some of the young people who have progressed into employment or a higher level of education or training after their Study Programme or Traineeship with Skills Training UK.

We hope you will get in touch soon.



**Martin Dunford OBE**  
Chief Executive  
Skills Training UK



## Our Study Programme

Our Study Programme is for young people aged 16-18 who are not in education, employment or training. Our tutors provide 1-2-1 support to help you develop skills and confidence with the aim of progressing onto a job, Traineeship, Apprenticeship or further education. Enrolment onto the programme is open all year round.

As well as practical skills such as job searching, CV writing and interview practice, you will also work towards qualifications in Maths and English.

### What's involved:

- 24-week programme working towards a Level 1 or Level 2 qualification
- High quality work experience opportunity with local and national employers
- Level 1 and Level 2 qualifications in Maths and English
- Support with travel and lunch costs
- Personal and Social Development
- Up to £100 in High Street vouchers upon successful completion of qualifications
- Range of sector specific short courses on offer (find out more on page 12)

### Entry requirements

**To enrol on our Study Programme, you must be able to provide the following:**

- Proof of Identification –ideally a passport, birth certificate or driving licence
- Copies of your certificates for GCSE/ Functional Skills English and/or Maths

You must be aged 16-18 to be eligible for our Study Programme. 19 year-olds who were still aged 18 on 31st August of the previous year are also eligible.

Learners who have not already secured grade C or above in GCSE English and/or maths will be supported to make progress towards this.

\* Minimum EU residency requirements apply (please call us for more information on this)

## Business Study Programme

You will work towards a Level 1 or 2 Diploma in Business Studies which will include units in the following topics:

- Branding a product
- Creating a visual display
- Presenting a business idea
- Managing finances
- Organising a business event
- Quality work experience with an employer

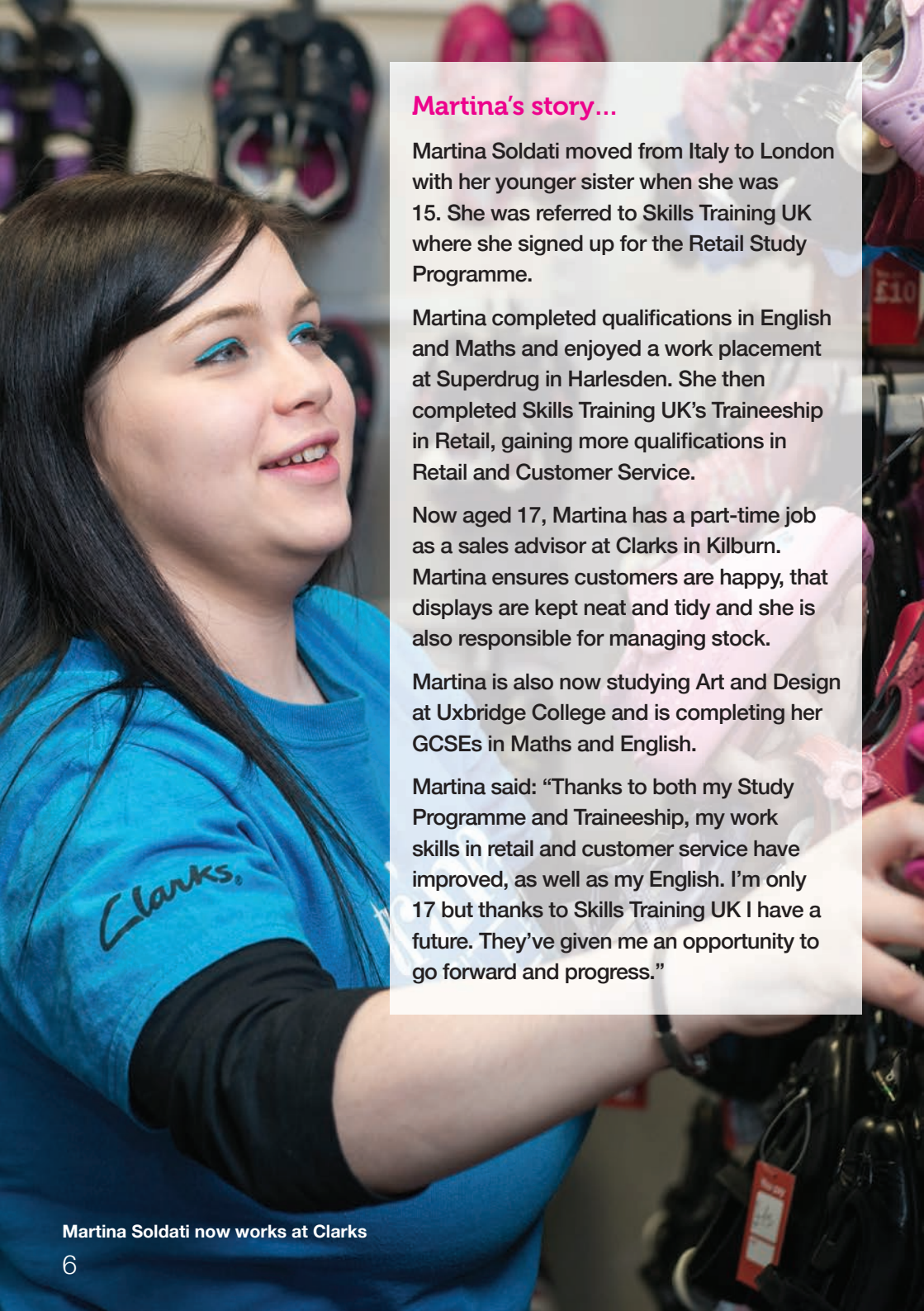
## Retail Study Programme

You will work towards a Level 1 or Level 2 BTEC Certificate in Retail Knowledge, which includes units in the following topics:

- Customer service
- Stock control
- Creating a visual display
- Working in a team
- Quality work experience with a high-street employer

**Our Study Programme combines classroom learning with valuable work experience**





## Martina's story...

Martina Soldati moved from Italy to London with her younger sister when she was 15. She was referred to Skills Training UK where she signed up for the Retail Study Programme.

Martina completed qualifications in English and Maths and enjoyed a work placement at Superdrug in Harlesden. She then completed Skills Training UK's Traineeship in Retail, gaining more qualifications in Retail and Customer Service.

Now aged 17, Martina has a part-time job as a sales advisor at Clarks in Kilburn. Martina ensures customers are happy, that displays are kept neat and tidy and she is also responsible for managing stock.

Martina is also now studying Art and Design at Uxbridge College and is completing her GCSEs in Maths and English.

Martina said: "Thanks to both my Study Programme and Traineeship, my work skills in retail and customer service have improved, as well as my English. I'm only 17 but thanks to Skills Training UK I have a future. They've given me an opportunity to go forward and progress."

## Introducing our Traineeships

Our Traineeships are for young people aged 16-24 who don't have qualifications or industry experience. We can help you prepare for work, an apprenticeship or further education by equipping you with the right skills and industry experience that employers look for.

We offer a range of Traineeships within the Service and the Industry Sector, which are relevant to today's job market, to help you maximise your chances of securing a job.



Traineeship learners celebrate their success at our Hounslow Centre

### What's involved:

- English and Maths Functional Skills qualifications up to Level 2
- A vocational qualification linked to either the Service or Industry Sector
- 4-week (typically 120 hours) quality work experience placement
- Employability coaching
- Support with CV writing, mock interviews, presentations, business problem solving and practical thinking
- Choose from a range of sector specific short courses (find out more on page 12)

### Entry requirements

**To enrol on our programmes, you must be able to provide the following:**

- Proof of Identification – ideally a passport, birth certificate or driving licence
- Copies of your certificates for GCSE/ Functional Skills English and/or Maths

16-24 year olds who have qualifications below a full Level 3 may be eligible for our Traineeship programme. If grade C or above has not already been attained in English and/or Maths, support to achieve Level 1 or Level 2 Functional Skills in these subjects will be provided.

\* Minimum EU residency requirements apply (please call us for more information on this).

## Traineeships for the Service Sector

### **Personal Development and Employability Traineeship**

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**Work towards a Level 1 Certificate in Personal Development and Employability, which includes units in the following topics:**

- Career planning
- Working in a team
- Personal presentation at work
- Interpersonal and self-management skills
- Preparing for an interview

### **Business Administration Traineeship**

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**You will work towards a Level 1 or Level 2 BTEC Certificate in Business Administration, which will include units in the following topics:**

- Working in a team
- Being organised
- Managing finances
- Effective business communication
- Creating and presenting a business idea
- Quality work experience with an employer





## Rajee's story...

Rajee Kaur moved to the UK in 2015 – seeking asylum with her parents who were forced to flee their home in war torn Jalalabad, Afghanistan. She was just 18 at the time and could speak very little English, with no academic qualifications.

Rajee completed Skills Training UK's Business Study Programme before enrolling on the Business Administration Traineeship. She passed her Level 2 BTEC Certificate in Business Administration and Level 1 and Level 2 qualifications in English and Maths, as well as securing work placements at BT, the British Heart Foundation and Gull Law Chambers solicitors in London.

Now aged 20, Rajee works full-time as a receptionist at Lawmen Solicitors in Hayes.

Rajee said: "When I arrived in the UK I was keen to better myself and I wanted to start a formal education. Skills Training UK has made that a reality.

"The teachers and staff were very supportive – I liked the way they explained everything to students. It has helped me a lot in terms of my education as well as improving my confidence, interpersonal skills, teamwork and preparing a CV.

"To now have a job is brilliant. I enjoy the work very much and I'm looking forward to the future."

**Rajee Kaur is now a receptionist  
at Lawmen Solicitors in Hayes**

## Retail Traineeship

**You will work towards a Level 1 or 2 BTEC Certificate in Retail Knowledge, which includes:**

- Customer service
- Working in a team
- Understanding the retail selling process
- Stock control
- Creating a visual display
- High quality work experience opportunity with local and national employers

**Dan Collin now has a full-time job at Halfords in Margate.**

## Dan's story...

Dan Collin previously found it difficult to find regular, paid employment and was moving from job to job with little security.

His Skills Training UK Halfords' Traineeship included a four-week work placement at Halfords in Margate, Kent. He was soon offered a full-time post as a sales assistant and has seen his role grow to include bicycle safety checks and basic repairs.

Dan said: "It's been great. I've gained in confidence and I've now got the motivation to prove myself and push on. Skills Training UK has been incredibly supportive and it's reassuring to know that I've now got the opportunity to build a career and progress."



## Hospitality Traineeship

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**Work towards a Level 1 qualification in Hospitality, which includes:**

- Preparing and serving food and drink
- Cash handling
- Customer service
- Working in a team
- Quality work experience with a local or national employer



## Jessica's story...



Jessica Moyle enrolled at Skills Training UK's centre in Brighton after being referred by her local Jobcentre Plus.

Although she had done some voluntary work previously, the Hospitality Traineeship gave her the confidence to contact employers and secure employment.

She now works for West Sussex based catering firm Strong Flavours, waitressing on event days at Plumpton Racecourse. She also volunteers four days a week at the Marie Curie charity shop in Burgess Hill, helping her to gain valuable skills.

Jessica said: "I found school quite difficult. It was a struggle and I didn't get particularly good grades. But Skills Training UK gave me the support that I needed. They gave me the confidence that I needed to go out and find a job. I wouldn't have been able to do it without them. It's been a real help."

## Traineeships for Industry

**This Traineeship is for those who are looking for a career in manufacturing, warehousing, logistics and distribution. We have adapted the Traineeships programme to meet the needs of industry employers, which includes:**

- Working towards an Industrial Environmental Awareness Award
- Personal Development and Employability
- Quality work experience with an employer



**Damian Williams is now a Trainee Saw Doctor.**

### Damian's story...

Damian Williams was unemployed for nearly two years before he joined our Industry Traineeship in Walsall. The 10-week course was followed by a four-week work placement with local firm Gerrymet, which manufactures and services saw blades and wood cutting tools.

The outcome was the offer of a permanent position as a full-time Trainee Saw Doctor. Two years on and he has received several pay rises – going from strength to strength.

Damian said: “I’m really happy. I’d never considered doing anything like this before but I’m really enjoying working at Gerrymet and doing something that’s hands on. I can say to people now, I’ve got a job, which has made a huge difference to my life.”

## Short Courses

As part of our Study Programme and Traineeships, we offer access to a range of short courses to help you further develop your skills and maximise your chances of employment.



Traineeship learner Matthew Henworth

### First Aid

The one day Emergency First Aid at Work course is a valuable qualification for any career. This course is available for any learners over the age of 16.

#### **You will learn about:**

- First Aid priorities
- Managing and reporting incidents
- Basic life support
- Examining casualties
- Unconsciousness
- Burns and scalds
- Preparing a First Aid kit

### Safe Moving and Handling

The Level 2 Award in Safe Moving and Handling will help you to recognise the importance of ensuring a safe working environment. It is particularly useful for learners on our Traineeship for Industry.

#### **You will learn about:**

- Reasons for safe manual handling
- Manual handling risk assessment principles
- Types of equipment and testing requirements associated with manual handling safety

## Food Safety for Retail

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The Level 2 Award in Food Safety for Retail (QCF) is particularly useful for Retail Study Programme, Retail Traineeship or Hospitality Traineeship learners. The award is accredited and recognised internationally.

### You will learn about:

- Food safety hazards
- Food poisoning control
- Temperature controls
- Personal hygiene
- Cleaning and disinfection
- The role of the food handler in keeping food safe.

## Health and Safety

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The Level 2 Award in Health and Safety in the Workplace is a useful short course for all Study Programme and Traineeship learners.

### You will learn how to:

- Identify and understand hazards at work
- Maintain safe working procedures
- Undertake workplace risk assessment
- Understanding of Personal Protective Equipment
- Understanding of Control of Substances Hazardous to Health



Traineeship learner Alex Berry

**We help all learners work towards qualifications in English and Maths.**



## **Customer Service**

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**This Level 2 Award in Customer Service is particularly useful for Retail Study Programme and Retail Traineeships learners.**

### **You will learn how to:**

- Understand the effect of customer service on retail business
- Understand customers' needs
- Understand the importance of customer service standards, policies and procedures
- Understand and resolve customer complaints in a retail business

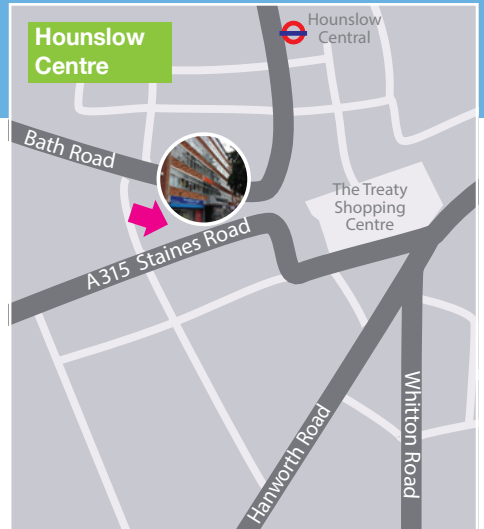
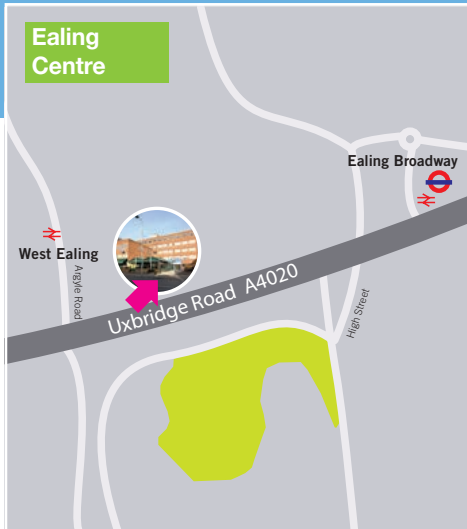
# How to find us

## Ealing Centre:

Skills Training UK  
1st Floor  
84 Uxbridge Road  
Ealing  
W13 8RA  
T 0208 8408993

## Hounslow Centre:

Skills Training UK  
4th Floor, Holdsworth House  
65-73 Staines Road  
Hounslow  
TW3 3HW  
T 0208 5705495



## Wembley Centre:

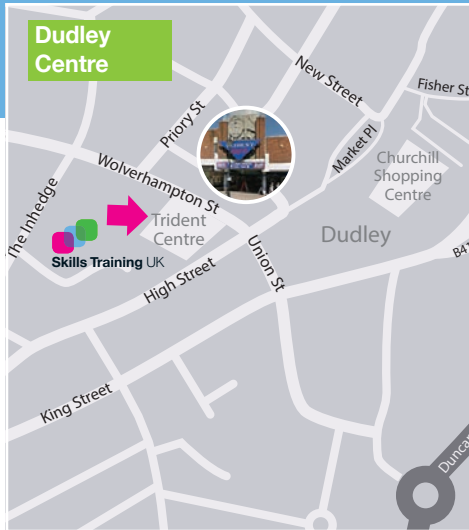
Skills Training UK  
8th Floor, Crown House  
North Circular Road  
London  
NW10 7PN  
T 0203 9055646





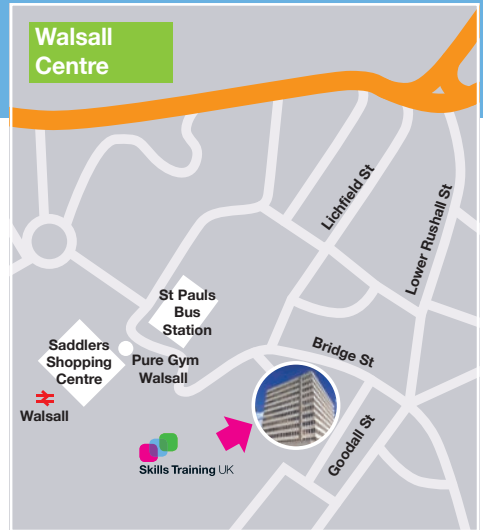
### Dudley Centre:

5th Floor  
Trident House  
Trident Centre  
Wolverhampton Street  
Dudley DY1 1DB  
T 01384 259501



### Walsall Centre:

3rd Floor  
Tameway Tower  
48 Bridge Street  
Walsall  
WS1 1JZ  
T 01922 703072



### Brighton Centre:

Portslade Aldridge Community Academy  
(PACA)  
Chalky Road  
Portslade  
Brighton  
BN41 2WS  
T 01273 567 765



“The partnership with Skills Training UK has been a huge success. It helps us as a business because we’re very keen to offer opportunities to young people. By having them as trainees you can see immediately how they work and how they get on with others – it’s a huge positive.”

**Jake Ward, Deputy Manager,  
B&M, Dudley**



“Everyone has to overcome challenges to achieve success, but it all depends on what opportunities you have. The team at Skills Training UK has such a positive, friendly attitude, we wanted to work with them and offer all we can to help local young people into work.”

**Hamid Noorzai, Director,  
Direct Cover Ltd**



Get in touch!

studyprogramme@skillstraininguk.com or traineeships@skillstraininguk.com

[www.skillstraininguk.com](http://www.skillstraininguk.com)

 **STUKTraineeshipsStudyProgramme**

