

Course Information

Traineeship Work Skills Course Code: F1181

What is a Traineeship?

The Traineeship Work Skills course is a 10 – 20 week 'Pre-Apprenticeship' programme aimed at individuals aged 16-24 who are looking to progress onto an Apprenticeship or into employment.

Venue and duration of course:

The programme will run from 13 October 2014 for 20 weeks. The Traineeship programme will take place both at East Surrey College one day a week from 09:00 – 16:00 and at a work placement suited to their career interests.

The Traineeship programme has different starting points for throughout the year including spring and summer.

Entry requirements:

Although there are no formal entry requirements for this course, you must show a positive attitude through willingness to undertake a range of College activities. A lot of time will be spent in a work environment so you must be committed to behaving appropriately and attendance will be closely monitored. Failure to adhere to these requirements could put your place at College at risk.

What qualifications will I get?

- BTEC Level 2 Award in Work Skills for Effective Learning and Employment
- English and Maths qualifications
- Knowledge of work environment and working in your chosen career path

Course description:

You will study the BTEC Level 2 Award in Work Skills for Effective Learning and Employment, English and Maths and you will also undertake an extended period of Work Experience. The course will support you to gain the skills and attitude needed to take up an Apprenticeship. It will also help you become more confident in talking to employers about job opportunities and help improve your chances of getting an Apprenticeship or job.

This is an ideal course for individuals who:

- Want to start an Apprenticeship but do not already have a job lined up
- Want to know more about how Apprenticeships work
- Lack confidence or motivation, especially when talking to employers about jobs
- Missed out on applying for College and are not currently in education or employment
- Want to develop skills to improve chances of employability

Units/topics covered:

The course is comprised of units from the BTEC Level 2 Award in Work Skills for Effective Learning and Employment, together with English and Maths qualifications. You will also spend two days a week on a Work Experience placement. In addition you will receive support in registering for the Apprenticeship Vacancy service.

Type of assessment:

A combination of practical on-the job assessment and knowledge based assignments and end of unit tests.

Equipment needed:

An A4 Lever Arch File with dividers, plastic wallets and paper will be provided. You will also be provided with a set of pens.

Where can it lead?

The course is designed to support you in progressing onto a full time Apprenticeship or employment. Although every effort will be made to find a suitable Apprenticeship, this cannot be guaranteed. All successful students will however, obtain a recognised qualification that will help improve progression to work or further study.

All employers offering work experience placements will also provide Trainees with a mock interview and reference to help prepare them for future job applications.

Course fee: If you are under 19 on 31/08/2014, tuition is free. If you are 19 or over please call our Employer Services team for advice and guidance on funding and eligibility.

What to do next:

For advice & guidance or to arrange an interview please contact our Employer Services team on 01737 788316 or by emailing employerservices@esc.ac.uk.

Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.