

## **Course overview**

### **19-24 Training**

NLRCo has been awarded a contract to deliver classroom based training to learners who are classified as been 19-24/Neet and do not hold a level 2 qualification in any certain subject.

The focus of the training is to provide the candidates with a taster, unit qualifications with the focus of them going onto either an apprenticeship or a full time employment. All of the units are going to be at level 1. As part of the process we also have to do an basics skills assessment however we do not have to deliver a basic skills qualification.

During the induction process we are also looking to develop team building skills, confidence building and communication skills, especially if the candidate has not been involved in a variety of training for some time.

Also to raise confidence levels we will be looking at issuing the candidates with certificates at the end of each module.

### **We are going to deliver a 6 variety of programmes under this contract:**

- Bricklaying – 17 weeks 16 hrs per week
- Plastering – 17 weeks 16 hrs per week
- Joinery – 17 weeks 16 hrs per week
- Dry Lining – 17 weeks 16 hrs per week
- Administration – 5 weeks 16 hrs per week
- Catering – 8 weeks 16 hrs per week

Each of the programme have a variety of modules that the candidates will work towards as part of the programme.

### **However they will all of core training in the following areas:**

- First Aid
- Manual handling
- Fire Awareness
- Employer Rights and Responsibilities

As part of the programme each candidate will be entitled to a support with their travel in which they will be entitled to a bus ticket, however they will need to produce the £10.00 tickets for their first week of travel.

The paper work that each of the candidates will need to complete is similar to what we use for the 16-18 Apprentices, however the following documents are different;

- 1) ILR – as you will be recording the each individual module that the candidate will be studying towards rather than the full framework
- 2) ILP – this has been amended also in relation to record the above also
- 3) Additional form, has been added that the candidate can confirm that they do not hold a level 2 qualification
- 4) Reviews have also been amended to focus on the unit achievement of each module.

## **Overview of Administration**

Main of the programme is for the candidate to develop administration skills and an overview in either developing a career within administration in which they will either progress onto an apprenticeship or employment within this area.

**Duration:** 5 weeks

**Hours per week:** 16 hrs

**Time table to be confirmed.**

**The following units will be covered on the Administration course:**

- Introduction to Business Administration Level 1
- Preparation for an interview
- Communication within the work place
- Writing a CV
- Employer Rights and Responsibilities
- Team Building Activities

**As part of the induction process all of the candidates will also take part in**

- First Aid
- Manual Handling
- Fire Awareness
- Team building Activities



Each of the candidates will be entitled to a travel pass whilst on the programme, support will be offered during the programme such as mentoring, guidance to support their confidence building.

There is no training allowance attached to the programme however due to the programme being under 16 hrs per week the candidates will be able to claim their benefits that they are entitled to.

## Overview of Catering

Main of the programme is for the candidate to develop a knowledge understanding and skills within the catering industry. The focus of the course is to provide the candidate with level 1 qualification and support them with an insight to the sector with the focus of them developing a career within catering either progressing onto an apprenticeship or employment within this area.

Duration: 5 weeks

Hours per week: 16 hrs

Time table to be confirmed.

The following units will be covered on the Catering course:

- Introduction to Catering Level 1
- Maintain Customer Care
- Introduction to the catering and hospitality industry
- Preparation for an interview
- Communication within the work place
- Writing a CV
- Employer Rights and Responsibilities



As part of the induction process all of the candidates will also take part in

- First Aid
- Manual Handling
- Fire Awareness
- Team building Activities

Each of the candidates will be entitled to a travel pass whilst on the programme, support will be offered during the programme such as mentoring, guidance to support their confidence building

There is no training allowance attached to the programme however due to the programme being under 16 hrs per week the candidates will be able to claim their benefits that they are entitled to.

## Overview of Plastering Qualification

Main of the programme is for the candidate to develop a knowledge understanding and skills within the plastering industry. The focus of the course is to provide the candidate with level 1 qualification and support them with an insight to the sector with the focus of them developing a career within plastering either progressing onto an apprenticeship or employment within this area.

**Duration:** 17 weeks **Hours per week:** 16 hrs

**Timetable to be confirmed**

**The following units will be covered on the Plastering course:**

- CSCS Card
- Move, handle or store resources
- Apply safe working practices in building services engineering working
- Expand Plastering Skills
- Carry out Safe working practices in construction
- Know how to carry out safe working practices in construction
- Carry out Plastering Operations Level 1
- Prepare for an interview
- Interview Skills



- Maintain
- Preparation for an interview
- Communication within the work place
- Writing a CV
- Employer Rights and Responsibilities

**As part of the induction process all of the candidates will also take part in**

- First Aid
- Manual Handling
- Fire Awareness
- Team building Activities

Each of the candidates will be entitled to a travel pass whilst on the programme, support will be offered during the programme such as mentoring, guidance to support their confidence building.

PPE will also be issued to each of the learners as the learning that they will take part in is both classroom/practical based.

There is no training allowance attached to the programme however due to the programme being under 16 hrs per week the candidates will be able to claim their benefits that they are entitled to.

## Overview of Bricklaying Qualification

Main of the programme is for the candidate to develop a knowledge understanding and skills within the bricklaying industry. The focus of the course is to provide the candidate with level 1 qualification and support them with an insight to the sector with the focus of them developing a career within bricklaying either progressing onto an apprenticeship or employment within this area.

**Duration:** 17 weeks

**Hours per week:** 16 hrs

**Timetable to be confirmed**

**The following units will be covered on the bricklaying course:**

- CSCS Card
- Develop Bricklaying skills
- Carry out trowel occupations level 1
- Know how to carry out safe working practices in construction
- Move, handle or store resources
- Apply safe working practices in building services engineering working
- Prepare for an interview
- Interview Skills



- Preparation for an interview
- Communication within the work place
- Writing a CV
- Employer Rights and Responsibilities

**As part of the induction process all of the candidates will also take part in**

- First Aid
- Manual Handling
- Fire Awareness
- Team building Activities

Each of the candidates will be entitled to a travel pass whilst on the programme, support will be offered during the programme such as mentoring, guidance to support their confidence building

PPE will also be issued to each of the learners as the learning that they will take part in is both classroom/practical based. There is no training allowance attached to the programme however due to the programme being under 16 hrs per week the candidates will be able to claim their benefits that they are entitled to.

## Overview of Joinery Qualification

Main of the programme is for the candidate to develop a knowledge understanding and skills within the Joinery industry. The focus of the course is to provide the candidate with level 1 qualification and support them with an insight to the sector with the focus of them developing a career within joinery either progressing onto an apprenticeship or employment within this area.

**Duration:** 17 weeks

**Hours per week:** 16 hrs

**Timetable to be confirmed**

**The following units will be covered on the Joinery course:**

- CSCS Card
- Develop joinery skills
- Produce basic woodworking joints
- Apply safe working practices in building services
- Know how to carry out safe working practices in construction
- Move, handle or store resources
- Apply safe working practices in building services engineering working
- Prepare for an interview



- Preparation for an interview
- Communication within the work place
- Writing a CV
- Employer Rights and Responsibilities

**As part of the induction process all of the candidates will also take part in**

- First Aid
- Manual Handling
- Fire Awareness
- Team building Activities

Each of the candidates will be entitled to a travel pass whilst on the programme, support will be offered during the programme such as mentoring, guidance to support their confidence building.

PPE will also be issued to each of the learners as the learning that they will take part in is both classroom/practical based. There is no training allowance attached to the programme however due to the programme being under 16 hrs per week the candidates will be able to claim their benefits that they are entitled to.

## Overview of Dry lining Qualification

Main of the programme is for the candidate to develop a knowledge understanding and skills within the Dry lining industry. The focus of the course is to provide the candidate with level 1 qualification and support them with an insight to the sector with the focus of them developing a career within Dry lining either progressing onto an apprenticeship or employment within this area.

**Duration:** 17 weeks

**Hours per week:** 16 hrs

**Timetable to be confirmed**

**The following units will be covered on the Dry lining course:**

- CSCS Card
- Carry out Dry lining Operations Level 1
- Developing Partitioning skills
- Know how to carry out safe working practices in construction
- Move, handle or store resources
- Apply safe working practices in building services engineering working



- Preparation for an interview
- Communication within the work place
- Writing a CV
- Employer Rights and Responsibilities

**As part of the induction process all of the candidates will also take part in**

- First Aid
- Manual Handling
- Fire Awareness
- Team building Activities

Each of the candidates will be entitled to a travel pass whilst on the programme, support will be offered during the programme such as mentoring, guidance to support their confidence building

PPE will also be issued to each of the learners as the learning that they will take part in is both classroom/practical based.

There is no training allowance attached to the programme however due to the programme being under 16 hrs per week the candidates will be able to claim their benefits that they are entitled to.

