



Prospect Training Services (Gloucester) Ltd

PTS COURSE GUIDE

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**UNLOCK YOUR POTENTIAL,
SHAPE YOUR FUTURE.**



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**
- **Work Experience Programmes**
- **The Employability Provision**
- **Post-16 Options**
- **Qualification Provision**
- **High Needs Support**

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.

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.



PRE-16

Our Pre-16 offer includes our **You Could be, Step Up, Work Experience and Employability** programmes.

POST-16

Our Post-16 offer includes our **Study** programmes.

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 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 learners 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:



Skills for Work



Skills for Life



Impartial careers advice and guidance



Level 1 Award in the Importance of Resilience and Grit qualification



Encouragement to re-engage at school leading to improved behaviour and attendance



Support with exploring and identifying post-16 options



SKILLS TOWARDS ENABLING PROGRESSION (Step Up)

This 'roll-on-roll-off' programme is based at our Mill Place Skills Academy in central Gloucester, meaning learners can join at any time.

This programme runs from September to the end of June 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 or Certificate in Skills Towards Enabling Progression (Step Up) qualification



Weekly Skills for Work lessons



Weekly Skills for Life lessons

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. **These include:**



Online skill assessments to match your personality traits and interests to different job searches



Career mapping activities to help you plan the next steps in your career



Support with CVs, job applications and interviews

SUMMER SUPPORT PROGRAMME

The Summer Support Programme aids learners who have fallen behind during the year. This takes place during term six and the summer holidays. The programme can cover a wide range of topics, including:

- **Post-16 planning**
- **Skills for Work**
- **The Level 1 Award in Importance of Resilience and Grit qualification**
- **One-on-one mentoring**
- **Impartial advice and guidance**
- **Study skills workshop**

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, within your area of interest.

It has been delivered in Gloucestershire for over 14 years and has been really successful in preparing learners, 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's great for your personal development and self-esteem



It gives you the power to make informed decisions about your post-16 options



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:



Skills for Life



Skills for Work



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 support 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

If you want to find a way to advance towards paid employment or apprenticeships, we've got your back. Based on your requirements and the stage you find yourself at currently, we'll have something perfect for you – that's a promise. Exciting times lie ahead if you enrol with us, as you will explore a service like no other.

As part of your Post-16 options, you will be guided through several avenues that will enhance your awareness of the working industry, as well as expanding your interpersonal skills and relevant qualifications. A world of opportunity awaits you, so you've come to the right place.

STUDY PROGRAMMES

Sixth Form or College may not be your first choice, so a **Study Programme** specific to you could be a good route. Here, you will be a part of the 45,000+ learners we've helped in the last decade; good achievement rates are guaranteed with us at PTS. Each of our programmes is individually tailored to you, so there's no pressure to put all your eggs in one basket.

With us, we can give you the chance to expand your horizons and try a variety of things, giving you outstanding pastoral support services and a perpetually welcoming environment.

Here are some of the courses we can offer:



Work Experience Programmes



English and maths (Up to Level 2 & GCSE)



ESOL



Illumin8 Additional Needs Programme



AS A PART OF THE COURSE YOU WILL:



Gain a GCSE (grade 4 or above) or Level 2 Functional Skills qualification in English and/or maths (if required). PTS will support you around the clock to ensure your goals are met, taking you one step closer to your dream job.



Enjoy support in IT, Skills for Life and Skills for Work to enhance your progression. These sessions will not only boost your confidence but broaden your understanding in advanced areas, some of which you wouldn't have thought possible previously.



Get information, advice, and guidance on your career options – delivering on our pledge to '**unlock your potential, shape your future'**'



Gain top-of-the-range work placements that will take you to the very top, making you stand out to a diverse range of employers.



Work in smaller, intimate classroom spaces to allow you to thrive and feel comfortable, as we know that one size doesn't fit all. Diversity and inclusion are respected here.



Have opportunities to engage in a blend of in-person and online teaching. We have a handful of unique eLearning courses tailored towards the programme of your choosing.



All work experience learners will also undertake the Entry Level 3 Award or Level 1 Award in Progression as part of their course.



All Illumin8 learners can undertake the Entry Level 3 or Level 1 Award in Progression, based on their capability.



I really struggled to see myself going anywhere at one point due to not enjoying education; however, Prospect Training Services has completely shifted my mindset and has made me eager to learn and go further.

Maleah

Study Programme Learner

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

WORK EXPERIENCE



Whether you're looking to test the waters in an industry you've never experienced before or you're seeking to advance your knowledge of the workplace, PTS can give you the resources you need to help fulfil your ambitions. Don't worry, we're not just going to throw you straight in the deep end.

We have established relationships with over 500 live county employers that have been eager to take on learners such as yourselves, so, naturally, we have cultivated a healthy regime where we'll liaise with your employer beforehand to ensure that you will be happy.

 They [Prospect Training Services] have boosted my confidence. The work placement has made me decide that it is a career that I want to pursue. We have similar mindsets and the person I work with is very easy to get on with. 

Antonio

Study Programme Learner

The possibilities are endless. We know the last thing our learners need when they are juggling their studies and work placement is more things to manage and worry about – and, in some cases, it can become slightly overbearing.

But not to fear, our specialist team will be with you throughout your time with us. They'll listen to any questions or concerns you have and will always put you first.

By doing a bespoke work experience programme with us, this gives you the chance to:

- Explore new options and meet like-minded people
- Gain an abundance of independence and confidence
- Enhance opportunities for future employment (not to mention how great it'll look on your CV)!
- Learn valuable insights into the inner operations of organisations and businesses within the industry
- Develop work-related competencies and acquire a number of skills
- Expand your professional network by building relationships with people who can help you with your career





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 entry levels, with learners being able to sit the individual elements (reading and writing) of the ESOL Skills for Life qualification. Maths up to Entry Level 3 is also taught, with the option to do maths up to Level 2 depending on your capabilities; this has emphasis on the functional English used in examination papers.

WE'LL MAKE SURE THAT:

Each learner has an individually tailored programme and attends several sessions 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. So, we will ensure that you develop the confidence and self-esteem to form friendships with others from around the world.

ADDITIONAL BONUSES WHEN JOINING US WILL BE:



Support with bursary applications and any other required paperwork is always available



Arranging work experience (if eligible) and aiding progression with specific sessions about going to college, career planning and CV writing

For more information, please contact **Sally Cope** on **01452 300 255** or via email at sallyc@prospect-training.org.uk.

HIGH NEEDS SUPPORT

At Prospect Training Services, we are proud to offer a **Illumin8 initiative** that supports young adults with Special Educational Needs and Disabilities (SEND).

Unlike traditional settings that may not always adapt to individual needs, our programme is built around flexible, inclusive teaching strategies, smaller group sizes and tailored support plans.

Through practical experiences, enriched learning opportunities and a strong focus on personal development, our High Needs Support empowers SEND learners to achieve meaningful progress, develop a clear sense of purpose and successfully transition into further education, employment or independent living.

This form of support can be offered to persons up to 24 years of age, dependent on whether you have an Education, Health and Care Plan (EHCP).

Our Illumin8 programme consists of:

- Tailored pathways to match individual goals and strengths
- Work experience units spaced evenly across the academic year
- Fully supported and fully staffed to ensure consistent support is available
- Real-world experiences through work placements and employer/guest interactions
- Celebrated achievements with engaging experiences, outings and celebrations across the year
- Essential skill-building in Maths, English and personal development
- Clear routes to future education, training or employment
- Supportive environment that builds confidence, ambition and clarity for the next chapter



You'll also get the chance to work towards our Progression initiative, which is designed to support you and your career development at Entry Level 3 to Level 2 depending on your capabilities.

For more information, please contact **Sarah Weston** on **01452 300 255** or **07586 079 608** or via email at **sarahw@prospect-training.org.uk**.



SAFEGUARDING/PASTORAL SUPPORT

We are always proud of the extra care that we give to our learners. 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 strive to ensure that every learner and staff member is treated fairly, equally and feels safe and valued. We have high regard for our learner experience. We expect our learners and staff to follow an agreed code of conduct which allows for us to offer a safe, friendly environment which the whole PTS community can enjoy.

Our safeguarding and pastoral support includes:

- Staff members who can listen and talk through any worries you may have
- Close partnerships with a wide range of support agencies
- A trauma informed approach, everyone is an individual
- Trained mental health first aiders
- Home visits and support with travel
- One-to-one mentoring
- A bursary scheme and free learner lunches*
- A well-being and faith room for learners to use

* Specific eligibility criteria apply.

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 Whreat** on **01452 300 255** or **07515 596 957** or via email at **katew@ptsyouth.co.uk**.





Study Programme Case Study

P&S Timbrell Decorators Ltd.

Liam Carter

At Prospect Training Services (PTS), we foster bright minds for brighter futures. Our goal is to transform aspirations into achievements, and we will help our learners every step of the way throughout their journeys with us – that's a guarantee. No dream is too big; whether they're starting from the top or the bottom, we will be there no matter what it takes.

Liam Carter started with PTS last August with a goal in mind: to take GCSE English and Functional Skills Maths Level 2, but did he want to stop there? Of course not. Liam, like many of our learners, wanted to also do some work experience to coincide with his studies. After doing a Level 1 Plumbing course at a local college and deciding this wasn't right for him, he then set his sights on a new venture: painting and decorating.

Once our Careers and Work Placement Coordinator, Kath Chapman, was made aware of this ambition and scoured our data log for local, trusted employers, she finally came across P&S Timbrell Decorators Ltd. With her full support and confidence in Liam's abilities, Kath then asked Liam whether he'd like to contact the employer himself, which he valiantly accepted.

After P&S Timbrell was approached by Liam, they were more than happy to take him on for some work experience. During his time there, the painting and decorating company supported him with various tasks and allowed him to join them going from job to job, helping where he could. Not only this, but they also went above and beyond and helped Liam with some of his academic studies, something he really appreciated. By the end of his placement, they even commented that Liam was "very keen to learn and showed a very good work ethic." We are absolutely over the moon that Liam excelled during his time at P&S Timbrell, and we are very grateful for them finding the time to take him on.

When asked about his time so far at PTS and the support provided, Liam didn't hesitate to comment that "I found it really helpful, and it's done me good. Before I had no job and wasn't doing well, so I'm thankful." He also mentioned that "I would recommend PTS to other young people, as they have given me a really good opportunity in life and have helped me a lot."

Liam did so well during his time with his employers that they have gone on to offer him an apprenticeship; wow! He will now be going to Bristol for a two-year course, and then he will be a fully qualified painter and decorator – how amazing, right?

Well done, Liam! We wish you the best of luck for the future.



Study Programme Case Study

O'Connor Pharmacies Ltd.

Khadijah Henry

Changing lives and transforming futures is what we're about here at Prospect Training Services (PTS). Our staff work meticulously to ensure our learner's goals are met; we have several Tutors, Learner/Pastoral Support Workers, Enrichment and Employability Tutors, Work Placement and Careers Coordinators, Safeguarding Leads and trained Mental Health Support Workers who are there to support our young people whenever they need them.

Khadijah Henry has been the latest learner who has reaped the benefits from our services. Khadijah recently came to us all the way from Jamaica in search of education and a new life for herself in England – this is a similar story for lots of our learners. While she was in Jamaica, Khadijah took a Hair and Beauty course, but she knew this wasn't quite what she wanted; what she wanted was to delve into the world of Pharmacy. As soon as she met with our Work Placement and Careers Coordinator, she discussed this need to explore experience in this job industry, and we got searching for potential businesses straightaway.

It wasn't long before we found O'Connor Pharmacies Ltd. in Gloucester, who were more than happy to take Khadijah on for some valuable work experience. Kelly Lee Dispenser, who was there to support her during this time, was there to advise and train Khadijah on the different types of medication and how to carry out everyday tasks; she loved getting to work with patients and navigating what was needed for different people. During this time, Kelly mentioned that Khadijah was "a lovely young lady with good manners and a willingness to learn and adapt to new things" – this is what we love to hear!

At the end of her placement, Khadijah said, "I have learnt a lot of new things in my work experience and learnt about different medicines. The support from Kelly was really appreciated." When asked about her time so far on her programme, which is Work Experience as well as GCSE English and Maths, she emphasised that "it has been good, very positive, and anything I am going through I can get help with. The bursary has helped me towards costs, and the Skills for Work and Skills for Life sessions teach me more about life than I would at school." To further this, when asked if she would recommend a PTS course to other young people, Khadijah said, "Yes, I would. Not only can you take your exams, but you also learn more about life and the world of work. You also get a lot of support."

Well done, Khadijah! We wish you best of luck with the rest of your programme.



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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**:

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