

## A&R TRAINING SERVICES LTD – TIER 1 INFORMATION

<b>Provider Name:</b>	A&R Training Services Ltd
<b>Start Date:</b>	7 <sup>th</sup> January 2008
<b>No. of Weeks (maximum 12):</b>	8 weeks
<b>Intake arrangements:</b>	Roll on / Roll Off
<b>Maximum group size:</b>	12
<b>Location:</b>	13-15 Lion Chambers John William Street Huddersfield HD1 1ES
<b>Programme content:</b>	<p>Personal development will be encouraged through sessions, projects and activities covering topics such as healthy eating, living on a low budget, a healthy body and how to stay healthy including individual exercise programmes, the effects of smoking, alcohol and drugs on everyday life, anger management etc. We will continue to keep the well established links with the Fit 4 Life and Football in the Community programmes, so learners can still access these programmes.</p> <p>Basic skills will form an integral part of the programme. The approach to basic skills will include the delivery of bite size sessions to teach specific topics followed by fun activities and projects and projects of their interest in order for learners to apply their learning.</p> <p>Vocational learning will be a key element of the programme. Although basic job search skills will not be a key element of the programme individual support with specific job, apprenticeship, FE and other e2e provider applications will be encouraged and supported.</p>
<b>Key learning outcomes:</b>	<ul style="list-style-type: none"> <li>▪ Learners will develop their confidence</li> <li>▪ The opportunity to take a basic skills qualification Entry level 1 to Level 2</li> <li>▪ Independent living skills</li> <li>▪ Budgeting skills</li> <li>▪ Healthy living and exercise programmes</li> <li>▪ Vocational awareness re progression opportunities and workplace sampling.</li> <li>▪ Tasters at other providers.</li> </ul>
<b>Contact for referrals:</b>	Anne Nelson 01484 429359

## A&R TRAINING SERVICES LTD - TIER 2 INFORMATION

<b>Provider Name:</b>	A&R Training Services Ltd
<b>Location:</b>	Huddersfield & Halifax
<b>Vocational Area:</b>	Care
<b>Target Qualifications:</b>	
<b>Occupational:</b>	
<b>Basic Skills:</b>	Adult Literacy & Numeracy Entry 2, 3 and Level 1
<b>Key Skills:</b>	Application of Number, Communication, Problem Solving, Working with Others and Improving Own Learning Level 1 and Level 2.
<b>Short Courses e.g. First Aid:</b>	IOSH, Appointed Person First Aid
<b>Other:</b>	Fit for Life (Boxercise), Film Making (Ken George)
<b>Enrichment Activity:</b>	Our e2e programme naturally incorporates enrichment activities through a variety of activities, for example, external outings to Royal Armouries, Mining Museum, Photography Museum, Alton Towers, Chester Zoo, American Adventure, Flamingo Land, local parks, recreation areas, inter-branch sports day etc. In addition all learners have the opportunity to participate in Fit for Life and Film Making short courses.
<b>Contacts for Referrals:</b>	Anne Nelson (Huddersfield) Joanna Greenwood (Huddersfield) Beverley Perrin (Halifax) Rebecca Lijka (Halifax)
<b>Intake Arrangements:</b>	Roll on roll off

<b>Provider Name:</b>	A&R Training Services Ltd
<b>Location:</b>	Huddersfield & Halifax
<b>Vocational Area:</b>	Childcare
<b>Target Qualifications:</b>	
<b>Occupational:</b>	
<b>Basic Skills:</b>	Adult Literacy & Numeracy Entry 2, 3 and Level 1
<b>Key Skills:</b>	Application of Number, Communication, Problem Solving, Working with Others and Improving Own Learning Level 1 and Level 2.
<b>Short Courses e.g. First Aid:</b>	IOSH, Paediatric First Aid Appointed Person First Aid
<b>Other:</b>	Fit for Life (Boxercise), Film Making (Ken George)
<b>Enrichment Activity:</b>	Our e2e programme naturally incorporates enrichment activities through a variety of activities, for example, external outings to Royal Armouries, Mining Museum, Photography Museum, Alton Towers, Chester Zoo, American Adventure, Flamingo Land, local parks, recreation areas, inter-branch sports day etc. In addition all learners have the opportunity to participate in Fit for Life and Film Making short courses.
<b>Contacts for Referrals:</b>	Anne Nelson (Huddersfield) Joanna Greenwood (Huddersfield) Beverley Perrin (Halifax) Rebecca Lijka (Halifax)
<b>Intake Arrangements:</b>	Roll on roll off

<b>Provider Name:</b>	A&R Training Services Ltd
<b>Location:</b>	Huddersfield & Halifax
<b>Vocational Area:</b>	Retail
<b>Target Qualifications:</b>	
<b>Occupational:</b>	
<b>Basic Skills:</b>	Adult Literacy & Numeracy Entry 2, 3 and Level 1
<b>Key Skills:</b>	Application of Number, Communication, Problem Solving, Working with Others and Improving Own Learning Level 1 and Level 2.
<b>Short Courses e.g. First Aid:</b>	IOSH, Appointed Person First Aid
<b>Other:</b>	Fit for Life (Boxercise), Film Making (Ken George)
<b>Enrichment Activity:</b>	Our e2e programme naturally incorporates enrichment activities through a variety of activities, for example, external outings to Royal Armouries, Mining Museum, Photography Museum, Alton Towers, Chester Zoo, American Adventure, Flamingo Land, local parks, recreation areas, inter-branch sports day etc. In addition all learners have the opportunity to participate in Fit for Life and Film Making short courses.
<b>Contacts for Referrals:</b>	Anne Nelson (Huddersfield) Joanna Greenwood (Huddersfield) Beverley Perrin (Halifax) Rebecca Lijka (Halifax)
<b>Intake Arrangements:</b>	Roll on roll off

<b>Provider Name:</b>	A&R Training Services Ltd
<b>Location:</b>	Huddersfield & Halifax
<b>Vocational Area:</b>	Customer Service
<b>Target Qualifications:</b>	
<b>Occupational:</b>	
<b>Basic Skills:</b>	Adult Literacy & Numeracy Entry 2, 3 and Level 1
<b>Key Skills:</b>	Application of Number, Communication, Problem Solving, Working with Others and Improving Own Learning Level 1 and Level 2.
<b>Short Courses e.g. First Aid:</b>	IOSH, Appointed Person First Aid
<b>Other:</b>	Fit for Life (Boxercise), Film Making (Ken George)
<b>Enrichment Activity:</b>	Our e2e programme naturally incorporates enrichment activities through a variety of activities, for example, external outings to Royal Armouries, Mining Museum, Photography Museum, Alton Towers, Chester Zoo, American Adventure, Flamingo Land, local parks, recreation areas, inter-branch sports day etc. In addition all learners have the opportunity to participate in Fit for Life and Film Making short courses.
<b>Contacts for Referrals:</b>	Anne Nelson (Huddersfield) Joanna Greenwood (Huddersfield) Beverley Perrin (Halifax) Rebecca Lijka (Halifax)
<b>Intake Arrangements:</b>	Roll on roll off

**A&R TRAINING SERVICES LTD – TIER 3 (PRE-APPRENTICESHIPS)**

<b>Provider Name:</b>	A&R Training Services Ltd
<b>Location:</b>	Huddersfield and Halifax
<b>Vocational Area:</b>	Care
<b>Full qualifications/units available as part of curriculum:</b>	<p>Key Skills qualifications – Communication Level 1, Application of Number Level 1, Working with Others Level 1, Problem Solving Level 1, and Improving Own Learning Level 1.</p> <p>Those who progress to Tier 3 from Tier 2 at A&amp;R Training Services may be in a position to continue with qualifications from the above list that they have already started working towards as part of their Tier 2 programme.</p> <p>Due to the restrictions in registration for NVQ and Technical Certificate qualifications (10 week rule) and the short duration of the Tier 3 Pre-Apprenticeship programme learners will not have the opportunity to complete full units. However, learners will attend lectures and start working towards units as part of the Tier 3 Pre- Apprenticeship offer.</p>
<b>Details of extended work experience opportunities:</b>	<p>We currently work with a wide range of placements in the care sector including residential homes, nursing homes and day care centres that we will utilise to provide placement opportunities of Tier 3 learners. Those who progress from Tier 2 at A&amp;R Training Services will have the opportunity to continue their training in the same placement, if appropriate, to ensure a smooth transition from Tier 2 to Tier 3. Learners will attend work placement for 4 days a week and spend one day a week in the training centre to attend NVQ/Technical Certificate lectures and access support for individual needs such as raising their level of basic skills to level one via key skills projects. All learners will be allocated a named member of staff both at the training centre and with the placement employer to whom they can go for advice and support throughout the programme.</p>
<b>Intended full apprenticeship route as destination:</b>	Level 2 Apprenticeship in Care at A&R Training Services, other suitable work based learning provider, or Further Education College, as appropriate for individual learner.
<b>Contact for referrals:</b>	<p>Anne Nelson (Huddersfield)          Joanna Greenwood (Huddersfield)          Beverley Perrin (Halifax)          Rebecca Lijka (Halifax)</p>

<b>Provider Name:</b>	A&R Training Services Ltd
<b>Location:</b>	Huddersfield and Halifax
<b>Vocational Area:</b>	Customer Service
<b>Full qualifications/units available as part of curriculum:</b>	<p>Key Skills qualifications – Communication Level 1, Application of Number Level 1, Working with Others Level 1, Problem Solving Level 1, and Improving Own Learning Level 1.</p> <p>Those who progress to Tier 3 from Tier 2 at A&amp;R Training Services may be in a position to continue with qualifications from the above list that they have already started working towards as part of their Tier 2 programme.</p> <p>Due to the restrictions in registration for NVQ and Technical Certificate qualifications (10 week rule) and the short duration of the Tier 3 Pre-Apprenticeship programme learners will not have the opportunity to complete full units. However, learners will attend lectures and start working towards units as part of the Tier 3 Pre- Apprenticeship offer.</p>
<b>Details of extended work experience opportunities:</b>	<p>We currently work with a wide range of placements in the customer service sector including office environments, solicitors, gyms, supermarkets and retail outlets that we will utilise to provide placement opportunities of Tier 3 learners. Those who progress from Tier 2 at A&amp;R Training Services will have the opportunity to continue their training in the same placement, if appropriate, to ensure a smooth transition from Tier 2 to Tier 3. Learners will attend work placement for 4 days a week and spend one day a week in the training centre to attend NVQ/Technical Certificate lectures and access support for individual needs such as raising their level of basic skills to level one via key skills projects. All learners will be allocated a named member of staff both at the training centre and with the placement employer to whom they can go for advice and support throughout the programme.</p>
<b>Intended full apprenticeship route as destination:</b>	Level 2 Apprenticeship in Customer Service at A&R Training Services, other suitable work based learning provider, or Further Education College, as appropriate for individual learner.
<b>Contact for referrals:</b>	<p>Anne Nelson (Huddersfield)  Joanna Greenwood (Huddersfield)  Beverley Perrin (Halifax)  Rebecca Lijka (Halifax)</p>





**A&R TRAINING SERVICES LTD – TIER 3 (PROSPECTS)**

<b>Provider Name:</b>	<b>A&amp;R Training Services Ltd</b>	<b>Programme length:</b>	<b>10 weeks</b>
<b>Location:</b>	<b>Huddersfield and Halifax</b>	<b>Group Size</b>	<b>Up to 20</b>
<b>Key Skills development / consolidation</b>	<p>Learners will be assessed to ascertain their present ability taking into account existing qualifications and achievements e.g. past exam results and achievements whilst on a Tier 2 e2e programme. This will enable us to ensure they follow an appropriate key skills programme that will be tailored to meet their individual needs to maximise the potential for progression, and facilitate a smooth and timely transition onto an Apprenticeship programme.</p> <p>Learners will attend structured literacy and numeracy sessions designed to develop their skills as appropriate to the achievement of Key Skills level 1. Learners will also undertake set projects and assignments providing them with opportunities to apply their literacy and numeracy skills, and thus consolidate their learning. Where possible projects and assignments will be set within an appropriate occupational context. Learners will also receive one-to-one support as appropriate to develop their skills to the appropriate level to achieve the qualification.</p> <p>We have the flexibility to offer paper-based, online and mobile Key Skills testing to meet the needs of individual learners.</p>		
<b>Curriculum enrichment</b> E.g. additional advice and guidance, reorientation activities.	<p>Staff are based at both the Halifax and Huddersfield centre with appropriate Advice and Guidance qualifications to whom learners on the Tier 3 programme will have access as appropriate. We also have established links with a wide range of external support agencies including Job Centre Plus, Housing, Connexions PAs and other training providers We have a Counsellor based on site at our Huddersfield centre.</p> <p>The programme will include a range of vocational awareness raising sessions and activities designed to assist learners in making informed and realistic choices about their future careers in order to plan their next step in training and education. We currently work with a large bank of employers in various sectors including care, childcare, retail and customer service, who will play a key role (in addition to providing placement opportunities) in this element of the</p>		

