

S&S TRAINING SERVICES – TIER 2 INFORMATION

Provider Name:	S&S Training Services
Location:	<p>Suite 23 Revenue Chambers St Peters Street Huddersfield HD1 1DL</p> <p>Tel 01484 423391 Fax 01484 451448 Email suebroadhead@btconnect.com</p>
Vocational Area:	IT (Using and Practitioner)
Target Qualifications:	
Occupational:	<ul style="list-style-type: none"> • IT - Users (Office based applications) NVQ 1 • IT - Practitioners (technician & IT support) NVQ 1 • Certificate for IT Users 1 • Certificate for IT Users 2 <p><u>Learners following an NVQ qualification will have to attend a work placement</u></p>
Basic Skills:	<ul style="list-style-type: none"> • Adult numeracy Level 1 • Adult literacy Level 1
Key Skills:	<ul style="list-style-type: none"> • Communication • Application of Number • ICT • Working with others • Improving own learning and performance
Short Courses e.g. First Aid:	<ul style="list-style-type: none"> • IOSH • First aid (Airways) • Food Hygiene
Other:	<ul style="list-style-type: none"> • New Clait • Clait Plus • ECDL • BIIAB Certificate for Personal Licence Holders • BIIAB Certificate for Responsible Alcohol Retailing
Enrichment Activity:	<ul style="list-style-type: none"> • A variety of group activities to develop social

	<p>skills and personal skills)</p> <ul style="list-style-type: none"> • Sports activities • Visits (Photography museum, Tolson museum, National Coal Mining museum, Cannon Hall • Moneywise (a managing money session) • Living independently (skills to help learners who find themselves living away from their family ie finding a flat, budgeting) • The Wright Stuff (Drug awareness, Sexual health, Work it out) • PLUS Training (a programme of activities which develop basic skills through group projects, eg 'Sounds Good' where learners form and promote a new band) • Working within the legislation (all the things you need to know when you start work - data protection, equal opportunities, your employment rights and responsibilities, health and safety) • Telephone techniques • Customer service skills • Age related sales • Jobsearch (all the skills you need to help you to get the job you want, eg, CVs, application forms, speculative letters, looking for vacancies, Interviewing skills) • Team building sessions • Confidence sessions • Ken George – making a DVD • Anger management (a voluntary programme for learners who may have had difficulties in the past keeping their temper in stressful situations)
<p>Contacts for Referrals:</p>	<p><u>Administrative contacts</u> (for straightforward referrals) Sarah McCormack, Kate Moorhouse</p> <p><u>Tutor contacts:</u> (for transfers from other providers) Julie Metcalf, Mandy Sweeting</p>
<p>Intake Arrangements:</p>	<p>Roll on/roll off enrolment Initial interviews generally take place on Wednesdays with a start date the following Monday.</p>

Provider Name:	S&S Training Services
Location:	Suite 23 Revenue Chambers St Peters Street Huddersfield HD1 1DL Tel 01484 423391 Fax 01484 451448 Email suebroadhead@btconnect.com
Vocational Area:	Manufacturing
Target Qualifications:	
Occupational:	<ul style="list-style-type: none"> Performing Manufacturing Operations NVQ 1 <u>Learners following an NVQ qualification will have to attend a work placement</u>
Basic Skills:	<ul style="list-style-type: none"> Adult numeracy Level 1 Adult literacy Level 1
Key Skills:	<ul style="list-style-type: none"> Communication Application of Number ICT Working with others Improving own learning and performance
Short Courses e.g. First Aid:	<ul style="list-style-type: none"> IOSH First aid (Airways) Food Hygiene
Other:	<ul style="list-style-type: none"> New Clait Clait Plus ECDL BIIAB Certificate for Personal Licence Holders BIIAB Certificate for Responsible Alcohol Retailing
Enrichment Activity:	<ul style="list-style-type: none"> A variety of group activities to develop social skills and personal skills) Sports activities Visits (Photography museum, Tolson museum,

	<p>National Coal Mining museum, Cannon Hall</p> <ul style="list-style-type: none"> • Moneywise (a managing money session) • Living independently (skills to help learners who find themselves living away from their family ie finding a flat, budgeting) • The Wright Stuff (Drug awareness, Sexual health, Work it out) • PLUS Training (a programme of activities which develop basic skills through group projects, eg 'Sounds Good' where learners form and promote a new band) • Working within the legislation (all the things you need to know when you start work - data protection, equal opportunities, your employment rights and responsibilities, health and safety) • Telephone techniques • Customer service skills • Age related sales • Jobsearch (all the skills you need to help you to get the job you want, eg, CVs, application forms, speculative letters, looking for vacancies, Interviewing skills) • Team building sessions • Confidence sessions • Ken George – making a DVD • Anger management (a voluntary programme for learners who may have had difficulties in the past keeping their temper in stressful situations)
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Location:	<p>Suite 23 Revenue Chambers St Peters Street Huddersfield HD1 1DL</p> <p>Tel 01484 423391 Fax 01484 451448 Email suebroadhead@btconnect.com</p>
Vocational Area:	Business Administration
Target Qualifications:	
Occupational:	<ul style="list-style-type: none"> • Business Administration NVQ 1* • Certificate in Business and Administration Level 2 • Certificate for IT Users 1 • Certificate for IT Users 2 <p><u>Learners following an NVQ qualification will have to attend a work placement</u></p>
Basic Skills:	<ul style="list-style-type: none"> • Adult numeracy Level 1 • Adult literacy Level 1
Key Skills:	<ul style="list-style-type: none"> • Communication • Application of Number • ICT • Working with others • Improving own learning and performance
Short Courses e.g. First Aid:	<ul style="list-style-type: none"> • IOSH • First aid (Airways) • Food Hygiene
Other:	<ul style="list-style-type: none"> • New Clait • Clait Plus • ECDL • BIIAB Certificate for Personal Licence Holders • BIIAB Certificate for Responsible Alcohol Retailing

Enrichment Activity:	<ul style="list-style-type: none"> • A variety of group activities to develop social skills and personal skills) • Sports activities • Visits (Photography museum, Tolson museum, National Coal Mining museum, Cannon Hall • Moneywise (a managing money session) • Living independently (skills to help learners who find themselves living away from their family ie finding a flat, budgeting) • The Wright Stuff (Drug awareness, Sexual health, Work it out) • PLUS Training (a programme of activities which develop basic skills through group projects, eg 'Sounds Good' where learners form and promote a new band) • Working within the legislation (all the things you need to know when you start work - data protection, equal opportunities, your employment rights and responsibilities, health and safety) • Telephone techniques • Customer service skills • Age related sales • Jobsearch (all the skills you need to help you to get the job you want, eg, CVs, application forms, speculative letters, looking for vacancies, Interviewing skills) • Team building sessions • Confidence sessions • Ken George – making a DVD • Anger management (a voluntary programme for learners who may have had difficulties in the past keeping their temper in stressful situations)
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Provider Name:	S&S Training Services
Location:	Suite 23 Revenue Chambers St Peters Street Huddersfield HD1 1DL Tel 01484 423391 Fax 01484 451448 Email suebroadhead@btconnect.com
Vocational Area:	Customer Service (Retail, Office, hospitality, call centres etc)
Target Qualifications:	<ul style="list-style-type: none"> • Customer Service NVQ 1 • Contact Centre Operations NVQ 1 (Call Handling) • Certificate in Customer Service Level 2 <p><u>Learners following an NVQ qualification will have to attend a work placement</u></p> <ul style="list-style-type: none"> • Adult numeracy Level 1 • Adult literacy Level 1 • Communication • Application of Number • ICT • Working with others • Improving own learning and performance <ul style="list-style-type: none"> • IOSH • First aid (Airways) • Food Hygiene <ul style="list-style-type: none"> • New Clait • Clait Plus • ECDL • BIIAB Certificate for Personal Licence Holders • BIIAB Certificate for Responsible Alcohol Retailing
Occupational:	
Basic Skills:	
Key Skills:	
Short Courses e.g. First Aid:	
Other:	
Enrichment Activity:	<ul style="list-style-type: none"> • A variety of group activities to develop social

	<p>skills and personal skills)</p> <ul style="list-style-type: none"> • Sports activities • Visits (Photography museum, Tolson museum, National Coal Mining museum, Cannon Hall • Moneywise (a managing money session) • Living independently (skills to help learners who find themselves living away from their family ie finding a flat, budgeting) • The Wright Stuff (Drug awareness, Sexual health, Work it out) • PLUS Training (a programme of activities which develop basic skills through group projects, eg 'Sounds Good' where learners form and promote a new band) • Working within the legislation (all the things you need to know when you start work - data protection, equal opportunities, your employment rights and responsibilities, health and safety) • Telephone techniques • Customer service skills • Age related sales • Jobsearch (all the skills you need to help you to get the job you want, eg, CVs, application forms, speculative letters, looking for vacancies, Interviewing skills) • Team building sessions • Confidence sessions • Ken George – making a DVD • Anger management (a voluntary programme for learners who may have had difficulties in the past keeping their temper in stressful situations)
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<p>Intake Arrangements:</p>	<p>Roll on/roll off enrolment Initial interviews generally take place on Wednesdays with a start date the following Monday.</p>

Provider Name:	S&S Training Services
Location:	Suite 23 Revenue Chambers St Peters Street Huddersfield HD1 1DL Tel 01484 423391 Fax 01484 451448 Email suebroadhead@btconnect.com
Vocational Area:	Warehousing and Distribution
Target Qualifications:	
Occupational:	<ul style="list-style-type: none"> • Distributive Operations NVQ 1 <p><u>Learners following an NVQ qualification will have to attend a work placement</u></p>
Basic Skills:	<ul style="list-style-type: none"> • Adult numeracy Level 1 • Adult literacy Level 1
Key Skills:	<ul style="list-style-type: none"> • Communication • Application of Number • ICT • Working with others • Improving own learning and performance
Short Courses e.g. First Aid:	<ul style="list-style-type: none"> • IOSH • First aid (Airways) • Food Hygiene
Other:	<ul style="list-style-type: none"> • New Clait • Clait Plus • ECDL • BIIAB Certificate for Personal Licence Holders • BIIAB Certificate for Responsible Alcohol Retailing
Enrichment Activity:	<ul style="list-style-type: none"> • A variety of group activities to develop social skills and personal skills) • Sports activities • Visits (Photography museum, Tolson museum,

	<p>National Coal Mining museum, Cannon Hall</p> <ul style="list-style-type: none"> • Moneywise (a managing money session) • Living independently (skills to help learners who find themselves living away from their family ie finding a flat, budgeting) • The Wright Stuff (Drug awareness, Sexual health, Work it out) • PLUS Training (a programme of activities which develop basic skills through group projects, eg 'Sounds Good' where learners form and promote a new band) • Working within the legislation (all the things you need to know when you start work - data protection, equal opportunities, your employment rights and responsibilities, health and safety) • Telephone techniques • Customer service skills • Age related sales • Jobsearch (all the skills you need to help you to get the job you want, eg, CVs, application forms, speculative letters, looking for vacancies, Interviewing skills) • Team building sessions • Confidence sessions • Ken George – making a DVD • Anger management (a voluntary programme for learners who may have had difficulties in the past keeping their temper in stressful situations)
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<p>Intake Arrangements:</p>	<p>Roll on/roll off enrolment Initial interviews generally take place on Wednesdays with a start date the following Monday.</p>

S & S TRAINING SERVICES LTD – TIER 3 (PRE-APPRENTICESHIP) INFORMATION

Provider Name:	S & S Training Services Ltd
Location:	Suite 23 Revenue Chambers St Peters Street Huddersfield HD1 1DL Tel 01484 423391 Fax 01484 451448 Email: suebroadhead@btconnect.com
Vocational Area:	Customer Service (Retail, Office, hospitality, call centres etc)
Full qualifications/units available as part of curriculum:	<ul style="list-style-type: none"> • Units from Customer Service NVQ 2* • Units from Contact Centre Operations NVQ 2* • Certificate in Customer Service Level 2 • Customer Service NVQ 1* • Contact Centre Operations NVQ 1(Call Handling) • Certificate in ICT Applications Level 2 • Certificate in ICT Applications Level 1 • Certificate for IT Users 1 • Certificate for IT Users 2 • IOSH – Working Safely • First Aid • Communication key skill (L1, L2) • Application of Number key skill (L1, L2) • Adult numeracy (L1, L2) • Adult literacy (L1, L2) • BIIAB Certificate for Personal Licence Holders • BIIAB Certificate for Responsible Alcohol Retailing <p>* Learners following an NVQ qualification will have to attend a work placement</p>
Details of extended work experience opportunities:	<p><u>Job roles include:</u></p> Customer Service assistant, receptionist, call handler, Order processor, sales advisor, sales assistant, clerical assistant, admin officer etc with a variety of employers.

	<p><u>Work activities may include:</u></p> <p>Dealing with customers, clients or service users face to face, by writing or on the telephone. Supplying or fitting goods, processing customer orders, providing goods or services to customers.</p>
<p>Intended full apprenticeship route as destination:</p>	<ul style="list-style-type: none"> • Customer Service apprenticeship* • Contact Centre Operations apprenticeship* • Retail apprenticeship
<p>Contact for referral:</p>	<p><u>Administrative contacts</u> (for straightforward referrals) Sarah McCormack, Kate Moorhouse</p> <p><u>Tutor Contacts</u> (for transfers from other providers) Julie Metcalf, Mandy Sweeting</p>

Provider Name:	S & S Training Services Ltd
Location:	<p>Suite 23 Revenue Chambers St Peters Street Huddersfield HD1 1DL</p> <p>Tel 01484 423391 Fax 01484 451448 Email suebroadhead@btconnect.com</p>
Vocational Area:	Business Administration
Full qualifications/units available as part of curriculum:	<ul style="list-style-type: none"> • Units from Business Administration NVQ 2* • Business Administration NVQ 1* • Certificate in Business and Administration Level 2 • Certificate in ICT Applications Level 2 • Certificate in ICT Applications Level 1 • Certificate for IT Users 1 • Certificate for IT Users 2 • IOSH – Working Safely • First Aid • Communication key skill (L1, L2) • Application of Number key skill (L1, L2) • Working with others key skill (L1, L2) • Improving own learning and performance (L1, L2) • ICT key skill (L1, L2) • Adult numeracy (L1, L2) • Adult literacy (L1, L2) <p><i>* Learners following an NVQ qualification will have to attend a work placement</i></p>
Details of extended work experience opportunities:	<p><u>Job roles include:</u></p> <p>Office junior, receptionist, clerical assistant, admin officer etc with a variety of employers.</p> <p><u>Work activities may include:</u></p> <p>Dealing with visitors and customers, answering the telephone, word processing documents, updating database systems, filing, photocopying etc</p>
Intended full apprenticeship	<p>Business Administration apprenticeship IT User apprenticeship*</p>

route as destination:	<p>Customer Service apprenticeship* Contact Centre Operations apprenticeship*</p> <p>* It is anticipated that most learners will progress onto a Business Administration apprenticeship, however in some cases a learners job role and responsibilities might be better suited to one of the other options.</p>
Contact for referral:	<p><u>Administrative contacts</u> (for straightforward referrals) Sarah McCormack, Kate Moorhouse</p> <p><u>Tutor Contacts</u> (for transfers from other providers) Julie Metcalf, Mandy Sweeting</p>

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Location:	<p>Suite 23 Revenue Chambers St Peters Street Huddersfield HD1 1DL</p> <p>Tel 01484 423391 Fax 01484 451448 Email suebroadhead@btconnect.com</p>
Vocational Area:	Information Technology (2 employment routes - IT User or IT Practitioner)
Full qualifications/units available as part of curriculum:	<ul style="list-style-type: none"> • Units from IT User NVQ 2* • Unit from IT Practitioner NVQ 2* • IT User NVQ 1* • IT Practitioner NVQ 1* • Certificate in ICT Applications Level 2 • Certificate in ICT Applications Level 1 • Certificate for IT Users 1 • Certificate for IT Users 2 • IOSH – Working Safely • First Aid • Communication key skill (L1, L2) • Application of Number key skill (L1, L2) • Working with others key skill (L1, L2) • Improving own learning and performance (L1, L2) • ICT key skill (L1, L2) • Adult numeracy (L1, L2) • Adult literacy (L1, L2) <p><i>Learners following an NVQ qualification will have to attend a work placement</i></p>
Details of extended work experience opportunities:	<p><u>Job roles include:</u></p> <p>IT Technician, Help Desk Officer, Data Input Clerk, Word Processing Clerk, Website Administrator, e-sales etc with a variety of employers.</p> <p><u>Work activities may include:</u></p> <p><u>User:</u> maintaining a database, producing company documents, processing customer payments\orders etc</p>

	<p><u>Practitioner</u>: building, repairing and upgrading PCs Providing IT support to customers</p>
<p>Intended full apprenticeship route as destination:</p>	<p>IT User apprenticeship* IT Practitioner apprenticeship*</p>
<p>Contact for referral:</p>	<p><u>Administrative contacts</u> (for straightforward referrals) Sarah McCormack, Kate Moorhouse</p> <p><u>Tutor Contacts</u> (for transfers from other providers) Julie Metcalf, Mandy Sweeting</p>

Provider Name:	S & S Training Services Ltd
Location:	<p>Suite 23 Revenue Chambers St Peters Street Huddersfield HD1 1DL</p> <p>Tel 01484 423391 Fax 01484 451448 Email suebroadhead@btconnect.com</p>
Vocational Area:	Manufacturing
Full qualifications/units available as part of curriculum:	<ul style="list-style-type: none"> • Units from Performing Manufacturing Operations NVQ 2* • Performing Manufacturing Operations NVQ 1 • Certificate in ICT Applications Level 2 • Certificate in ICT Applications Level 1 • Certificate for IT Users 1 • Certificate for IT Users 2 • IOSH – Working Safely • First Aid • Communication key skill (L1, L2) • Application of Number key skill (L1, L2) • Working with others key skill (L1, L2) • Improving own learning and performance (L1, L2) • ICT key skill (L1, L2) • Adult numeracy (L1, L2) • Adult literacy (L1, L2) <p>* Learners following an NVQ qualification will have to attend a work placement</p>
Details of extended work experience opportunities:	<p><u>Job roles include:</u></p> <p>Manufacturing operative with a variety of employers.</p> <p><u>Work activities may include:</u></p> <p>Assembling products, producing shaped products, producing joined, moulded or formed products, using computer controlled equipment to manufacture products.</p>

Intended full apprenticeship route as destination:	Manufacturing apprenticeship
Contact for referral:	<p><u>Administrative contacts</u> (for straightforward referrals) Sarah McCormack, Kate Moorhouse</p> <p><u>Tutor Contacts</u> (for transfers from other providers) Julie Metcalf, Mandy Sweeting</p>

Provider Name:	S & S Training Services Ltd
Location:	Suite 23 Revenue Chambers St Peters Street Huddersfield HD1 1DL Tel 01484 423391 Fax 01484 451448 Email suebroadhead@btconnect.com
Vocational Area:	Warehousing
Full qualifications/units available as part of curriculum:	<ul style="list-style-type: none"> • Units from Storage & Warehousing NVQ 2* • Units from Customer Service NVQ 2* • Distributive Operations NVQ 1 • Certificate in Customer Service Level 2 • Customer Service NVQ 1* • Certificate in ICT Applications Level 2 • Certificate in ICT Applications Level 1 • Certificate for IT Users 1 • Certificate for IT Users 2 • IOSH – Working Safely • First Aid • Communication key skill (L1, L2) • Application of Number key skill (L1, L2) • Working with others key skill (L1, L2) • Improving own learning and performance (L1, L2) • ICT key skill (L1, L2) • Adult numeracy (L1, L2) • Adult literacy (L1, L2) <p>* Learners following an NVQ qualification will have to attend a work placement</p>
Details of extended work experience opportunities:	<p><u>Job roles include:</u></p> <p>Warehouse operative (despatch, goods inwards), stores assistant, drivers assistant, counter sales, order picker, order processor with a variety of employers.</p> <p><u>Work activities may include:</u></p> <p>Processing goods from suppliers, assembling and picking orders, despatching goods customers,</p>

	delivering goods to customers. Processing customer orders by telephone or in person. Dealing with customers face to face or by telephone.
Intended full apprenticeship route as destination:	<ul style="list-style-type: none"> • Warehousing apprenticeship* • Customer Service apprenticeship* • Retail apprenticeship
Contact for referral:	<p><u>Administrative contacts</u> (for straightforward referrals) Sarah McCormack, Kate Moorhouse</p> <p><u>Tutor Contacts</u> (for transfers from other providers) Julie Metcalf, Mandy Sweeting</p>

S&S TRAINING SERVICES LTD – TIER 3 (PROSPECTS) INFORMATION

Provider Name:	S & S Training Services Ltd	Programme length:	8 – 10 weeks
Location:	Suite 23 Revenue Chambers St Peters Street Huddersfield HD1 1DL Tel 01484 423391 Fax 01484 451448	Group Size	1-10
Key Skills development / consolidation	<p><u>Direct entry to Tier 3 Prospects:</u></p> <p>Initial assessment to determine:</p> <ol style="list-style-type: none"> 1. Current level of numeracy\literacy 2. Current attainment (ie if learner has any relevant qualifications English\maths GCSEs, Adult numeracy\literacy, AON or Comms Key Skills etc) <p>Given length of programme key skill activity will generally be restricted to planned achievement of at least 1 key skill at level 1 except where learner is borderline L1\L2 and it is felt there is a realistic timescale for successfully achieving L2 key skill.</p> <p><u>Transfer from Tier 2 – Tier 3 Prospects:</u></p> <p>It is anticipated that learners moving from Tier 2 will have achieved at least one key skill at level 1 or will be near to achieving.</p> <p>A review of key skill progress and achievements on Tier 2 will take place at the start of the programme then learner will embark on activities to complete their key skill programme or work towards at least one key skill at the next level.</p>		
Curriculum enrichment E.g. additional advice and guidance, reorientation activities.	<ul style="list-style-type: none"> • A variety of group activities to develop social skills and personal skills) • Sports activities • Visits (Photography museum, Tolson museum, National Coal Mining museum, Cannon Hall 		

	<ul style="list-style-type: none"> • Moneywise (a managing money session) • Living independently (skills to help learners who find themselves living away from their family ie finding a flat, budgeting) • The Wright Stuff (Drug awareness, Sexual health, Work it out) • PLUS Training (a programme of activities which develop basic skills through group projects, eg ‘Sounds Good’ where learners form and promote a new band) • Working within the legislation (all the things you need to know when you start work - data protection, equal opportunities, your employment rights and responsibilities, health and safety) • Telephone techniques • Customer service skills • Age related sales • Jobsearch (all the skills you need to help you to get the job you want, eg, CVs, application forms, speculative letters, looking for vacancies, Interviewing skills) • Team building sessions • Confidence sessions • Ken George – making a DVD
<p>Work Placement taster opportunities:</p>	<p>Work placement taster opportunities are available with a variety of local employers:</p> <p>Admin and clerical, IT, warehousing, customer service and retail, call handling, manufacturing.</p>
<p>Contacts for referrals:</p>	<p><u>Administrative contacts</u> (for straightforward referrals) Sarah McCormack, Kate Moorhouse</p> <p><u>Tutor Contacts</u> (for transfers from other providers) Julie Metcalf, Mandy Sweeting</p>

Foundation Learning Tier Progression Pathways

Provider Name:	S & S Training Services Ltd
Location:	Suite 23 Revenue Chambers St Peters Street Huddersfield HD1 1DL Tel 01484 423391 Fax 01484 451448 Email suebroadhead@btconnect.com
Progression pathways:	(1) Business Administration apprenticeship (2) IT User or IT Practitioner apprenticeship
<p>Our Progression Pathways are designed to offer learners a clear progression opportunity toward an apprenticeship Level 2 in Business Administration or IT. Each pathway includes a mix of qualifications from three separate curriculum areas:</p> <ol style="list-style-type: none"> 1. Personal and social development learning. 2. Functional skills 3. Vocational knowledge, skills and understanding 	

Curriculum Area	Relevant Qualification						
(1) Personal and social development learning (PSD)	WorkSkills (BTEC) Level 1 (Award, Certificate or Diploma)						
(2) Functional skills	Mathematics English ICT (L1 or L2)						
(3) Vocational knowledge, skills and understanding	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; vertical-align: middle;">Choose 1</td> <td>1. Edexcel Level 1 BTEC Certificate in Business Administration</td> </tr> <tr> <td></td> <td>2. Edexcel Level 1 BTEC Award in Business Administration</td> </tr> <tr> <td></td> <td>3. Certificate for IT Users L1</td> </tr> </table>	Choose 1	1. Edexcel Level 1 BTEC Certificate in Business Administration		2. Edexcel Level 1 BTEC Award in Business Administration		3. Certificate for IT Users L1
Choose 1	1. Edexcel Level 1 BTEC Certificate in Business Administration						
	2. Edexcel Level 1 BTEC Award in Business Administration						
	3. Certificate for IT Users L1						

Course details	<ul style="list-style-type: none"> • Roll-on, roll off programme • 30 hours per week attendance • Referral through PAs
Selection process	<ul style="list-style-type: none"> • Literacy and numeracy assessment • Learners to demonstrate commitment to learning through good attendance/time-keeping reference from school/college or training provider.