



INTRODUCTION

ESTABLISHED in Pembrokeshire over 20 years ago, PRP Training specialise in the delivery of Work Based & Vocational Training.

If you are already in work, unemployed, in or leaving school or unsure which career path to follow there is something for everyone at PRP Training.

Whatever you decide gaining a nationally recognised qualification is a great way to improve your CV, develop new skills, help you progress with your career or increase your chances of finding a job.

PRP Training are part of the Skills Academy Wales (South West) Consortium consisting of Pembrokeshire College, Coleg Sir Gar & Princes Trust who ensure the training delivered benefits the learner, employer and welsh economy.

EQUAL OPPORTUNITIES

PRP Training is an equal opportunities organisation and welcomes individuals of any age, gender, religion, race, sexual orientation or disability onto their training programmes.

EMPLOYERS are looking for higher level of skills and better qualifications in this fast changing world.

Vocational Training prepares individuals with the skills needed for specific trades and occupations whilst gaining those all important industry recognised qualifications.

Using a more hands on approach than academic qualifications vocational training helps you build a career by working towards qualifications that lead straight into employment or onto higher education. The skills learnt will help you succeed in the working world.



CONTENTS

TRAINEESHIPS FOR YOUTH ENGAGEMENT LEVEL 1

EMPLOYABILITY

The Apprenticeship, Traineeship and Jobs Growth Wales Programmes, led by the Welsh Government, are supported by the

European Social Fund.



PRP VOCATIONAL TRAINING is a well facilitated training centre based at PRP Training (*Pembroke Dock*)

PRP Vocational Training ensures learners experiences are both enjoyable and beneficial to their chosen career. Courses are delivered by passionate tutors with experience, knowledge and skills.

Vocational Training helps learners build the skills required to follow a career and gain industry recognised qualifications.

PRP Training work with Careers West Wales & Job Centre Plus. If you are interested in any of our courses within this prospectus please speak to your advisor to be referred to us for an interview.



ENGAGEMENT

INFORMATION TECHNOLOGY

Title Information Technology Taster
Location Vocational Centre / Placement
Requirements Age 16+ |
Apply Through Careers West Wales
(No Formal Qualifications)
Age 16 - 18
Duration Minimum of 4 Weeks / Up To 21
Hours Per Week
Cost Funded
Award PRP Training

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Taster| A taster gives you the opportunity to try out a specific career before making that all important decision. If a particular route is not for you, you can simply change through our engagement programme. Engagement gives learners who are vocationally unfocused an opportunity to experience a range of sectors, gain support to remove barriers and build confidence

What's Included

Essential Skills Wales - Communication,
Application Of Number & Information &
Communication Technology (ICT)
Wider Essential Skills - Working With
Others, Improving Own Learning &
Performance & Problem Solving
Work Placement

ADMINISTRATION

Title| Administration Taster
Location| Vocational Centre / Placement
Requirements| Age 16+ |
Apply Through Careers West Wales
(No Formal Qualifications)
Age| 16 - 18
Duration| Minimum of 4 Weeks / Up To 21
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What's Included

RETAIL

Title| Retail Taster
Location| Vocational Centre / Placement
Requirements| Age 16+ |
Apply Through Careers West Wales
(No Formal Qualifications)
Age| 16 - 18
Duration| Minimum of 4 Weeks / Up To 21
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Communication Technology (ICT)
Wider Essential Skills - Working With
Others, Improving Own Learning &
Performance & Problem Solving
Work Placement

CATERING

Title| Catering Taster
Location| Vocational Centre / Placement
Requirements| Age 16+ |
Apply Through Careers West Wales
(No Formal Qualifications)
Age| 16 - 18
Duration| Minimum of 4 Weeks / Up To 21
Hours Per Week
Cost| Funded
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What's Included

CUSTOMER SERVICE

Title| Customer Service Taster
Location| Vocational Centre / Placement
Requirements| Age 16+ |
Apply Through Careers West Wales
(No Formal Qualifications)
Age| 16 - 18
Duration| Minimum of 4 Weeks / Up To 21
Hours Per Week
Cost| Funded
Award| PRP Training

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Communication Technology (ICT)
Wider Essential Skills - Working With
Others, Improving Own Learning & Performance & Problem Solving
Work Placement

CHILD CARE

Title| Child Care Taster
Location| Vocational Centre / Placement
Requirements| Age 16+ |
Apply Through Careers West Wales
(No Formal Qualifications)
Age| 16 - 18
Duration| Minimum of 4 Weeks / Up To 21
Hours Per Week
Cost| Funded
Award| PRP Training

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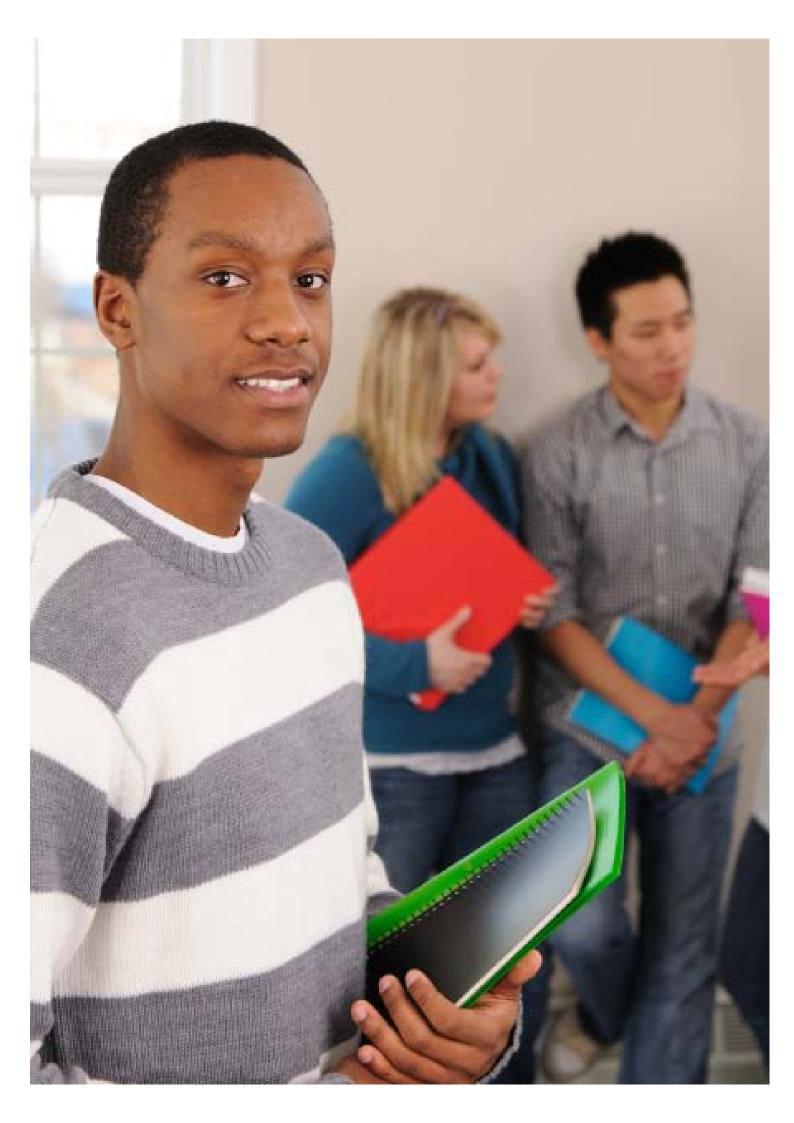
ADULT CARE

Title| Adult Care Taster
Location| Vocational Centre / Placement
Requirements| Age 16+ |
Apply Through Careers West Wales
(No Formal Qualifications)
Age| 16 - 18
Duration| Minimum of 4 Weeks / Up To 21
Hours Per Week
Cost| Funded
Award| PRP Training

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What's Included



LEVEL 1

INFORMATION TECHNOLOGY

Title| IT For Users - Level 1
Location| Vocational Centre / Placement
Requirements| Age 16+ |
Apply Through Careers West Wales
(No Formal Qualifications)
Age| 16 +
Duration| Up To 26 Weeks / Up To 40 Hours
Per Week
Cost| Funded
Award| City & Guilds

Introduction Traineeships are a new programme for young people aged between 16 - 18 years old in Wales. The programme will give young people the skills needed to get a job or progress to further learning at a higher level such as an apprenticeship or further education

Level 1 The Level 1 Traineeship is for youth learners who already know what career they would like to follow and are ready to train at this level or have naturally progressed from the engagement level.

What's Included

Essential Skills Wales - Communication, Application Of Number & Information & Communication Technology (ICT) Wider Essential Skills - Working With Others, Improving Own Learning & Performance & Problem Solving Work Placement

ADMINISTRATION

Title| Administration Level - 1
Location| Vocational Centre / Placement
Requirements| Age 16+|
Apply Through Careers West Wales
(No Formal Qualifications)
Age| 16 +
Duration| Up To 26 Weeks / Up To 40 Hours
Per Week
Cost| Funded
Award| City & Guilds

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CUSTOMER SERVICE

Title| Customer Service - Level 1
Location| Vocational Centre / Placement
Requirements| Age 16+ |
Apply Through Careers West Wales
(No Formal Qualifications)
Age| 16 +
Duration| Up To 26 Weeks / Up To 40 Hours
Per Week
Cost| Funded
Award| City & Guilds

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Essential Skills Wales - Communication, Application Of Number & Information & Communication Technology (ICT) Wider Essential Skills - Working With Others, Improving Own Learning & Performance & Problem Solving Work Placement

CHILD CARE

Title| Child Care - Level 1
Location| Vocational Centre / Placement
Requirements| Age 16+ |
Apply Through Careers West Wales
(No Formal Qualifications)
Age| 16 +
Duration| Up To 26 Weeks / Up To 40 Hours
Per Week
Cost| Funded
Award| City & Guilds

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What's Included

Title Customer Service In Adult Care - Level 1

Location | Vocational Centre / Placement Requirements | Age 16+ |

Apply Through Careers West Wales (No Formal Qualifications)

Age| 16 +

Duration | Up To 26 Weeks / Up To 40 Hours

Per Week

Cost | Funded

Award City & Guilds

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What's Included

Essential Skills Wales - Communication, Application Of Number & Information & Communication Technology (ICT) Wider Essential Skills - Working With Others, Improving Own Learning & Performance & Problem Solving. Work Placement

HOSPITALITY & CATERING

Title| Food & Beverage Service - Level 1
Location| Vocational Centre / Placement
Requirements| Age 16+ |
Apply Through Careers West Wales
(No Formal Qualifications)
Age| 16 +
Duration| Up To 26 Weeks / Up To 40 Hours
Per Week
Cost| Funded

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What's Included

Award City & Guilds

Title| Food Production & Cooking - Level 1
Location| Vocational Centre / Placement
Requirements| Age 16+ |
Apply Through Careers West Wales
(No Formal Qualifications)
Age| 16 +
Duration| Up To 26 Weeks / Up To 40 Hours
Per Week
Cost| Funded
Award| City & Guilds

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What's Included

Essential Skills Wales - Communication, Application Of Number & Information & Communication Technology (ICT) Wider Essential Skills - Working With Others, Improving Own Learning & Performance & Problem Solving Work Placement Title| Essentials of Catering - Level 1
Location| Vocational Centre / Placement
Requirements| Age 16+ |
Apply Through Careers West Wales
(No Formal Qualifications)
Age| 16 +
Duration| Up To 26 Weeks / Up To 40 Hours
Per Week
Cost| Funded
Award| City & Guilds

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What's Included

Title| Hospitality Services - Level 1
Location| Vocational Centre / Placement
Requirements| Age 16+ |
Apply Through Careers West Wales
(No Formal Qualifications)
Age| 16 +
Duration| Up To 26 Weeks / Up To 40 Hours
Per Week
Cost| Funded
Award| City & Guilds

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What's Included

Essential Skills Wales - Communication, Application Of Number & Information & Communication Technology (ICT) Wider Essential Skills - Working With Others, Improving Own Learning & Performance & Problem Solving Work Placement Title| Front Office - Level 1
Location| Vocational Centre / Placement
Requirements| Age 16+ |
Apply Through Careers West Wales
(No Formal Qualifications)
Age| 16 +
Duration| Up To 26 Weeks / Up To 40 Hours
Per Week
Cost| Funded
Award| City & Guilds

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What's Included

Title| Customer & Beverage Service - Level 1
Location| Vocational Centre / Placement
Requirements| Age 16+ |
Apply Through Careers West Wales
(No Formal Qualifications)
Age| 16 +
Duration| Up To 26 Weeks / Up To 40 Hours
Per Week
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EMPLOYABILITY

You can work towards a qualification in employability with a focus in your chosen sector.

Employability gives individuals the opportunity to improve their employment prospects, progress in education or live a more independent life.

There are a range of levels available depending on your programme and skill requirements.

The Award, Certificate and Diploma in Employability and Personal Development are qualifications that help you develop key personal skills, qualities and attitudes required by employers and make progress in education. Depending on the level you take, there are also vocational taster units available from a wide selection of industries.

LEARNER FAQ

How is the learning programme funded?

The learning programmes are funded by the Welsh Assembly Government and part-funded by the European Social Fund.

Will I have to pay for the training?

No. There is no cost to the learner following an vocational programme.

Will I be able to continue with my training if I find employment?

Yes, If you find employment whilst on a vocational programme you can progress onto a work based apprenticeship with PRP Training.

How much work will I have to do?

The amount of work depends on the programme that you are following. We aim to find you a work placement as soon a possible so you gain those all important skills.

How long will it take me to complete the programme?

The amount of time to complete depends on the programme. This can be up to 24 weeks.

Do you let me know if I am doing things wrong?

Your tutor will guide you through to ensure you are doing things correctly. You will receive weekly one to ones with your tutor who will support you in finding employment and ensure the chosen career is right for you.

Do I receive any benefits?

If you are aged between 16 - 18 and following a traineeship you can receive between£30 - £50 per week. (depending on attendance)

Travel Arrangements?

You can claim towards travel expenses paid weekly. (*Terms & Conditions Apply*)

Child Care?

If you are a lone parent you may be entitled to receive child care allowance (*Terms & Conditions Apply*)

How often do I need to be in the centre?

Your induction will last 1 day in the centre. Depending on you individual requirements placements hours / days will be confirmed with your tutor.

If I have any queries between placement visits who do I contact?

In the front of your portfolio there is a list of contact numbers. You can contact anyone on this list if you have any queries. Your main point of contact will be your placement tutor.

Who decides what programme I will follow?

This will be discussed with Careers West Wales, Job Centre Plus, PRP and yourself to ensure the correct programme is for you.

What happens if I am unable to attend training / placement due to sickness?

You must call the centre and placement to inform them of your sickness before the time you are due to start that day.

What Happens If I have a complaint?

If you are dissatisfied with any part of your learning experience with PRP Training please refer to our complaints procedure below and email your complaint to our clareb@prp-training.co.uk

PLACEMENT FAQ

What costs are involved?

The learning programmes are funded by the Welsh Assembly Government and part-funded by the European Social Fund (no costs to the placement).

What is required from me as a placement provider?

It is vital that the learners gets as much experience from their work placement as possible to prepare them for employment.

If the tutor visits on-site but the learner is too busy to see them, what happens?

The tutor will carry out an observation not to disturb the learner whilst they are working. If this is not appropriate the tutor will reschedule the appointment.

Who do I discuss the learners progress with?

Progress Reviews are carried out every month with the learner and employer. The tutor will update you on the learner's progress and you will need to make a general comment and sign the review form provided.

Who do I need to contact if I have a query with the work placement?

You can telephone our office and speak to the vocational training manager.

How long will the tutor spend here on each visit?

The tutor will spend on average 1 hour at each visit. This will also depend on how busy the learner is and the type of planned assessment for that day.

How many hours a week is the trainee on work placement for?

Depending on the programme this can between 16 to 40 hours a week and can be flexible around your business requirements.

Will the tutor inform me in advance of scheduled visits?

The tutor will make appointments in advance and will let you know of all appointments made. They will also ring prior to the visit to check that the learner is available.

Will the tutor be the only point of contact?

You can also contact the vocational training manager at any time, the tutor will also on occasions be accompanied by the manager, other tutors or the quality assurance department on their visits. You will always be informed in advance of this to ensure it is convenient.

If I would like to employ the trainee what do I do?

If you feel the trainee would be a great asset to your business please contact us to discuss this in more detail. (There are a range of Government Schemes available to support the employer employing a trainee)

What happens at the end of learners time on work placement.

At the end of the work placement the trainee will return the vocational centre. We will support them with your next steps and offer guidance in a progression route. This can include employment, further learning or voluntary work.

What happens If I have a complaint?

If you are dissatisfied with any part of work placement with PRP Training please refer to our complaints procedure below and email your complaint to our clareb@prp-training.co.uk

