

16+ Youth Training



www.people-1st.co.uk



Training for Success

Training for Success (TFS) is a youth training programme funded by the Department for the Economy. It is designed to give you the **skills and confidence** to move to the next stage, be that further education, an apprenticeship or employment. Our training is focused on providing relevant qualifications and social development to progress along the path of your future career.

The programme is designed for 16 & 17 years olds and is perfect for those leaving school and wanting to move into vocational training, gain vocational qualifications and gain work experience.

There is an extended eligibility age if you have a disability and are under 22 years or if you are in the category of young people who qualify under the Children (Leaving care) Act (NI) 2002 and be under 24 years of age and have not completed training programmes such as TFS.

All eligible young people who enrol in Training for Success will receive 2 years fully funded training (3 years for students with a disability).

Why enrol on our TFS programme?

- ▶ Gain accredited **qualifications** from a wide range of courses
- ▶ **Work experience** in your industry of choice to develop practical skills
- ▶ Essential Skills Maths, English & ICT included in the programme
- ▶ Receive **£40 EMA** per week while in training (non-means tested)
- ▶ Student bonuses of up to £360 throughout duration of training
- ▶ Contributions towards **travel expenses** and paid holidays
- ▶ Help with childcare costs if required
- ▶ Advice, guidance and careers development from our designated support team
- ▶ Access to NUS **student cards** for student discount across many retailers
- ▶ Driving Theory classes and contribution to theory test fee



Training for Success

Training for Success is delivered across four strands:



- Skills for your life
- Skills for Work Level 1
- Skills for Work Level 2
- Skills for Work Level 3

Skills for your life will help you address personal and development needs and gain skills and qualifications you need to get a job or progress to higher level education or training.

Skills for Work Level 1 and 2 will help you gain skills and vocationally related qualifications to be able to gain employment or progress to the next level of training provision or to further education.

Skills for Work Level 3 will help you work towards the achievement of level 3 qualifications. This is aimed at those who have gained a level 2 qualification through Training for Success, have not yet secured paid employment and who still possess training entitlement.

You have the opportunity to achieve a targeted qualification in each of the four areas outlined below:

- Professional and technical skills (vocational qualifications)
- Essential skills in communication, application of number & ICT (GCSE equivalent)
- Personal and social development
- Employability skills

In addition you will attend a mandatory **work placement** in your vocational area of choice to gain vital work experience and employer references. For students on the Skills for your life strand, job sampling is available based on your needs, giving you the opportunity to experience different workplaces and decide what sort of work suits you best.

The Training for Success Programme is a **full-time training course** with student classes scheduled Monday to Thursday 9.30am – 4.30pm and Friday 9.30am – 12.45pm (Work placement day times may vary as per employer requirements).

Students receive a minimum of 37 days **paid holidays** including all bank holidays throughout the year.



Student Support Services

Student life may be exciting but it can also be demanding! People 1st have an approachable and friendly student support team who provides students with assistance through every aspect of their training journey.

We ensure students have access to a full range of services, creating a support network to enable you to reach personal and academic goals.



Education & Learning Support

People 1st offer a range of services to all students who attend our Training for Success Programme, including:

- Digital assessment methods and access to e-portfolio
- Student Google email accounts and access to Google Apps
- Use of computer suites and free printing facilities
- We provide an initial assessment of individual learning needs
- Literacy and Numeracy additional support classes
- Learning support aids and equipment
- Special arrangements to support assessment completion e.g. extra time in exams, scribes
- Arranging 1:1 additional support from external agency partnerships
- Specialist transport arrangements for disability restrictions.



Student Welfare

People 1st offer a range of services to support students with various issues such as self-esteem, stress, depression, learning barriers, family or personal relationship issues and addictions.

We have strong links with support organisations and specialist services approved by the Department for the Economy, to ensure all students receive access to support networks where required.

All Training offices have designated Student Support Officers and an appointment can be made to speak with an officer, in most cases, on the same day.

For information about our Pastoral Care Polices, contact our Designated Officer Patricia Moley on 028 92600309 or email p.moley@people-1st.co.uk





Careers Advice & Guidance Team

People 1st offer a free Careers service to all students on the Training for Success Programme across all our Training offices. We provide focused and impartial careers information, advice and guidance to support students in making informed decisions about their education and employment options.

Students have access to one-to-one guidance sessions held weekly by our Careers Team. Advisers assist students in careers, employment and higher education planning. Support is also given in completing applications, whether into employment, internships, apprenticeships or other college courses.

Our Careers Team work with Student Support Officers to source suitable student work placements in students chosen vocational industry. This is a vital part of the student programme allowing them to learn from practical work experiences and gain fundamental industry specific skills.

Volunteering opportunities are also sourced to provide students with invaluable CV building options and additional references for job applications.

Previous students have found that work skills and knowledge gained from work placement and volunteering activities have been a fantastic boost for their employability, helping them meet job role criteria in the competitive world of work.

Career Advice and Guidance Team Services;

- Focused careers planning sessions for each vocational area
- 1:1 consultation with designated career advisers to assist with progression opportunities
- Employability classes to develop a range of transferable skills for preparation for employment.
- Guidance in understanding the local job market and job search techniques
- Advice and guidance in completing job applications and expert support in creating a CV.
- Understanding how to submit digital job applications
- Job interview techniques and practice
- Attendance at local careers fairs and college open days
- Job taster days via industry site visits
- Access to careers information and further education opportunities for all vocational areas



Essential Skills

The Training for Success Programme allows students who have not achieved GCSE Maths, English or ICT at Grades A* - C to complete equivalents in Essential Skills **Numeracy, Literacy and ICT up to Level 2**. This enables students to be able to meet essential criteria for employment or further education courses.

Those who have already achieved Maths, English or ICT subjects at GCSE A*-C (or Essential Skill equivalents) will be exempt - although many of our students prefer to up-skill for their continuous development which is an option we provide.

Employability

Students work towards achieving additional **accredited** qualifications up to Level 2 in **Workskills**. These training sessions focus on developing key transferable skills for the world of work and equip students with knowledge and confidence in seeking employment or applying for further education courses in the future.

Pearson Level 1/2 Certificate in Workskills

- Know how to search and apply for a Job
- Create an individualised CV
- Job Interview Preparation including mock interviews and feedback
- Be able to identify a career pathway and create a plan to succeed
- Planning, organisational and decision-making skills

Personal Development

In conjunction with our youth enrichment programme, students will gain further accredited qualifications up to Level 2 focusing on developing 'life' skills to improve personal growth.

Pearson Level 1/2 Certificate in Personal and Social Skills

- Communication and Leadership
- Teamwork and Negotiation
- Healthy Lifestyles
- Money Management and Budgeting
- Diversity within society
- Personal Relationships



Vocational Options



www.people-1st.co.uk
028 90875875



Beauty Therapy

The Beauty & Nails sector is possibly one of the most fast paced industries in the UK. With 82% of people now believing that social media drives trends, societies definition of beauty is ever changing, providing endless career opportunities for qualified professionals within this innovative industry. People 1st have a designated training salon in Belfast which provides access to specialist equipment to ensure students work to required sector benchmarks. Our expert tutors provide students with a solid foundation of fundamental knowledge and skills required for a career within Beauty related industries. Students will focus on key aspects of salon practice to include client care, manicure and pedicure services, wax depilation, facial skin care and professional make-up.

We support work placement opportunities within the local industry where students utilise knowledge by completing treatments with real clients, providing students with the relevant skills and practical experience to either secure work in a salon or further their career through higher education.

We offer the Beauty Therapy Programme at Level 1 and Level 2 depending on student prior qualifications.

Duration

2 Years (approx.) * *Some students are eligible for 3 years if they have a disability or special educational requirements.*

Entry Requirements

- ▶ General interest in working with members of the public.
- ▶ Aged 16 – 17 years old
- ▶ Or Young person with a disability and be under 22 years old
- ▶ Or Young person who qualifies under the Children (Leaving Care) Act (NI) (2002) and who is under 24 years old

Beauty Therapy Course Options and Content

If you have no prior qualifications to meet Level 2 stipulations you will be on the Skills for Work 1 Programme

Skills for Work 1 Beauty Therapy

City & Guilds Level 1 Certificate in an Introduction to the Hair & Beauty Sector

- Introduction to the Hair & Beauty Industry
- Presenting a Professional Image in a Salon
- Follow Health & Safety in the Salon
- Salon Reception Duties
- Nail Art Application
- Providing Basic Manicure Treatment
- Working in Beauty Related Industries
- Follow Health & Safety Practice in the Salon
- Client Care and Communication in Beauty Related Industries
- Providing Facial Care
- Apply Make Up
- Shaping and Colouring Eyebrows

If you have previous qualifications meeting Level 2 stipulations you will be on the Skills for Work 2 Programme

Skills for Work 2 Beauty Therapy

City & Guilds NVQ Level 2 Diploma In Beauty Therapy General (QCF)

- Working in Beauty Related Industries
- Follow Health & Safety Practice in Salon
- Client Care and Communication in Beauty Related Industries
- Salon Reception
- Manicure
- Pedicure
- Promote Products and Services
- Nail Enhancements
- Providing Facial Care Treatments
- Apply Make-Up
- Carrying out Waxing Services
- Brow and Lash Treatments



IT & Business Administration



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Almost every company employs administrative staff – and they are usually the back bone of an organisation! IT is a core element of almost every business and the use of IT is evident in our daily lives in many other ways. There are hundreds of different roles and job vacancies that an employee can undertake within a company that fall under the category of IT or business administration and these professionals provide a vast range of functions; from supporting managers and staff teams, assisting with the coordination of events or ensuring the office runs smoothly by implementing and maintaining effective organisational procedures and systems.

Our course will target students to achieve accredited qualifications in Business Administration with a focus on developing core IT skills. It will provide students with knowledge of current working practices for the office environment in addition to developing practical skills for business, IT and administration practices. Our tutors also focus on cultivating student awareness of corporate working relationships including professional communication skills and written documentation.

We offer the IT & Business Administration Programme at Level 1 and Level 2 depending on student prior qualifications.

Duration

2 Years (approx.) * *Some students are eligible for 3 years if they have a disability or special educational requirements.*

Entry Requirements

- ▶ General interest in working with members of the public
- ▶ Aged 16 – 17 years old
- ▶ Or Young person with a disability and be under 22 years old
- ▶ Or Young person who qualifies under the Children (Leaving Care) Act (NI) (2002) and who is under 24 years old

IT & Business Administration Course Options & Content

If you have no prior qualifications to meet Level 2 stipulations you will be on the Skills for Work 1 Programme

Skills for Work 1 IT & Business Administration

OCN NI Level 1 Certificate in Business Administration

- Skills for working in Administrative Environments
- Oral Presentation Skills in Practice
- Using Effective Communication in the Workplace
- Teamwork Skills in Practice
- Using Presentation Software
- Using Word Processing Skills
- Accessing the Internet & Using Email
- Office Administrator Skills & Filing Skills
- Telephone Skills
- Using Office Equipment
- Developing Computer Skills
- Understanding Business Meetings

If you have previous qualifications meeting Level 2 stipulations you will be on the Skills for Work 2 Programme

Skills for Work 2 IT & Business Administration

ICQ Level 2 Diploma in Business Administration

- Understand Employer Organisations
- Principles of Providing Administrative Services
- Communication in a Business Environment
- Principles of Business Document Productions and Information Management
- Manage Personal Performance and Development
- Develop Working Relationships with Colleagues
- Oral Presentation Skills in Practice
- Using Word Processing Skills
- Desktop publishing software
- Office Administrator Skills & Filing Skills
- Understanding Business Meetings
- Telephone Skills
- Using Office Equipment
- Work Placement Observations & Witness Statements



Our Retail programme is specifically designed to support young people deciding to pursue a career within the vibrant Retail Industry. The course offers in-depth training and development to ensure students understand the key principles of Retail business including customer service, selling, product knowledge, merchandising and consumer legislation.

The course also focuses on the development of communication and interpersonal skills to support student's ability to work effectively as part of a Retail team and to enhance confidence when interacting with customers.

Work Placement is a key focus on this course with students gaining the opportunity of practical work experience at a local Retail business for 1 or 2 days per week which our team assists in sourcing. This hands-on involvement enhances student understanding of class based training allowing them to gain fundamental industry specific skills and CV references. We offer qualifications at Level 1 and Level 2 options depending on student prior qualifications.

Duration

2 Years (approx.) * Some students are eligible for 3 years if they have a disability or special educational requirements.

Entry Requirements

- ▶ General interest in working with members of the public
- ▶ Aged 16 – 17 years old
- ▶ Or Young person with a disability and be under 22 years old
- ▶ Or Young person who qualifies under the Children (Leaving Care) Act (NI) (2002) and who is under 24 years old.

Retail Business Course Options & Content

If you have no prior qualifications to meet Level 2 stipulations you will be on the Skills for Work 1 Programme

Skills for Work 1 Retail Business

OCN NI Level 1 Certificate in Retail Business (QCF)

- Understanding Retail Businesses
- Understanding Health and Safety in a Retail Business
- Individual and Team Work Skills for a retail Business
- Customer Service in a Retail Business
- Understanding Security in Retail Business
- Employee Standards within a Retail Business
- Problem Solving Within a Retail Business
- Display, Move and Monitor Stock in a Retail Business
- Rights and Responsibilities of Retail Traders and Customers
- Teamwork Skills in Practice
- Time Management Skills
- Telephone Skills

If you have previous qualifications meeting Level 2 stipulations you will be on the Skills for Work 2 Programme

Skills for Work 2 Retail Business

ICQ Level 2 Certificate in Retail Skills ICQ Level 2 Certificate in Retail Knowledge

- Understand How a Retail Business Maintains Health and Safety on Its Premises
- Understanding Customer Service in the Retail Sector
- Understanding How Individuals and Teams Contribute to the Effectiveness of a Retail Business
- Understanding the Retail Selling Process
- Understanding Retail Consumer Law
- Understanding Security and Loss Prevention in a Retail Business
- Optional Units*
- Vocational Observations in Work Placement



Our Childcare course is a qualification that is intended to help individuals acquire knowledge, expertise and skills by working under supervision with children and adolescents from birth to 19 years of age. Throughout this course, students will achieve understanding of child development stages including social, emotional and cognitive development. Learners will be able to apply these theories via practical work placements within the local area 1/2 days per week which our team will assist in sourcing. This course provides a solid foundation for a career within childcare settings such as nurseries, play-groups, schools and community groups. Previous students have progressed to Level 3 Children's Care, Learning and Development via further education, a Level 3 apprenticeship or employment within the industry.

We offer qualifications at Level 1 and Level 2 options depending on student prior qualifications.

Duration

2 Years (approx.) * Some students are eligible for 3 years if they have a disability or special educational requirements.

Entry Requirements

- ▶ General interest in working with children and members of the public
- ▶ Aged 16 – 17 years old
- ▶ Or Young person with a disability and be under 22 years old
- ▶ Or Young person who qualifies under the Children (Leaving Care) Act (NI) (2002) and who is under 24 years old.

Childcare Course Options & Content

If you have no prior qualifications to meet Level 2 stipulations you will be on the Skills for Work 1 Programme

Skills for Work 1 Childcare

OCN Level 1 Certificate in Foundation Skills in Working with Children

Paediatric First Aid Certificate

- Paediatric First Aid
- Child Development
- Understanding Food and Nutrition
- Developing Language and Communication Skills
- Understand how to care for Young Children
- Listening to Children
- Role-play of Children's Development
- Understanding Protection and Safeguarding In Health, Social Care and Early Years
- Children's Social and Emotional and Growth Development

If you have previous qualifications meeting Level 2 stipulations you will be on the Skills for Work 2 Programme

Skills for Work 2 Childcare

Edexcel Level 2 Diploma in Children's Care Learning and Development

Paediatric First Aid Certificate

Edexcel BTEC Level 2 Award in Employment Responsibilities and Rights in Health, Social Care or Children's and Young People's Setting

- Child and Young Person's Development
- Understand how to Safeguard the Welfare of Children & Young People
- Understand Partnership Working in Services Communication in Health, Social Care or children's and young people's settings
- Personal development in Health, Social Care or children's and young people's settings
- Equality and Inclusion in Health, Social Care or children's and young people's settings
- Contribute to children and young people's Health and Safety and supporting a positive environment.
- Contribute to the support of children and young people's development through play



Construction: Bricklaying

Bricklayers build and repair walls, chimney stacks, tunnel linings and decorative stonework. If you enjoy doing practical things and are interested in construction, this is the perfect career path for you to follow.

On this course, you will be able to improve many skills and techniques that will give you the expertise to build brickwork and block work of all shapes and sizes. Our Belfast based training partner Baillie Connor provide simulated conditions in their designated training workshop giving students practical experience in a real construction environment. This includes fantastic opportunities for students to be involved in live community-based construction projects in local sites. The programme also involves the student's attending a work placement with a local company 1/2 days per week, to develop practical skills and confidence working within this industry.

We offer qualifications at Level 1 and Level 2 options depending on student prior qualifications.

Duration

2 Years (approx.) * *Some students are eligible for 3 years if they have a disability or special educational requirements.*

Entry Requirements

- ▶ General interest in physical work and flexible regarding working environments.
- ▶ Aged 16 – 17 years old
- ▶ Or Young person with a disability and be under 22 years old
- ▶ Or Young person who qualifies under the Children (Leaving Care) Act (NI) (2002) and who is under 24 years old.

Bricklaying Course Options & Content

If you have no prior qualifications to meet Level 2 stipulations you will be on the Skills for Work 1 Programme

Skills for Work 1 Bricklaying

Cskills Awards Level 1 Diploma in Bricklaying

CSR Card (Construction Skills Register)

- Health, safety and welfare in Construction & associated industries
- Knowledge of technical information, quantities and communication with others
- Knowledge of construction technology
- Construct block walling
- Construct brick walling
- Construct cavity walling
- Setting out of basic masonry structures
- Mix construction materials.

If you have previous qualifications meeting Level 2 stipulations you will be on the Skills for Work 2 Programme

Skills for Work 2 Bricklaying

Cskills Awards L2 Diploma in Bricklaying (construction)

CSR Card (Construction Skills Register)

- Health, safety and welfare in construction and associated industries
- Understanding information, quantities and communication with others
- Understanding construction technology
- Set out Masonry structures
- Construct solid walling incorporating isolated and attached piers
- Construct cavity walling forming masonry structures
- Construct Masonry Cladding
- Construct thin joint masonry



Construction: Joinery & Carpentry



16+ Youth Training Programme

If you enjoy creating and working with wood, then joinery could be the career for you! Joiners make and install wooden fixtures and fittings as part of construction projects.

On this course, you will be trained to use a wide assortment of tools and equipment to a very high standard while following strict safety measures. You will learn how to follow instructions, create to a client brief and work as part of a team – all essentials to become a successful joiner.

Our Belfast based training partner Bailie Connor provide a fantastic workshop where students gain the opportunity to prepare, build and connect a wide variety of wood products which includes doors, windows, floors, walls, bird houses and roof trusses. Trainees are also able to participate in local community projects. We offer qualifications at Level 1 and Level 2 options depending on student prior qualifications.

Duration

2 Years (approx.) * Some students are eligible for 3 years if they have a disability or special educational requirements.

Entry Requirements

- ▶ General interest in physical work and flexible regarding working environments.
- ▶ Aged 16 – 17 years old
- ▶ Or Young person with a disability and be under 22 years old
- ▶ Or Young person who qualifies under the Children (Leaving Care) Act (NI) (2002) and who is under 24 years old.

Joinery & Carpentry Course Options & Content

If you have no prior qualifications to meet Level 2 stipulations you will be on the Skills for Work 1 Programme

Skills for Work 1 Joinery & Carpentry

Cskills Awards L1 Diploma in Carpentry & Joinery

CSR Card (Construction Skills Register)

- Health, safety and welfare in construction and associated industries
- Knowledge of construction technology
- Knowledge of technical information, quantities and communication with others
- Maintain and use carpentry and joinery hand tools
- Prepare and use carpentry and joinery portable power tools
- Produce woodworking joints
- Working & Communicating Effectively in Construction Trades
- Clear & Store Carpentry & Joinery Tools & Equipment

If you have previous qualifications meeting Level 2 stipulations you will be on the Skills for Work 2 Programme

Skills for Work 2 Joinery & Carpentry

Cskills Awards Level 2 Diploma in Site Carpentry

CSR Card (Construction Skills Register)

- Health, safety & welfare in construction & associated industries
- Prepare & use carpentry & joinery portable power tools
- Understanding information, quantities & communication with others
- Understanding construction technology
- Carry out first fixing operations
- Carry out second fixing operations
- Carry out structural carcassing operations
- Carry out maintenance to non-structural carpentry work



Catering, Hospitality & Professional Cookery

The Food and Hospitality industry is one of the largest in the world. Recent studies have shown that there are currently 10,000 vacancies for chefs in the UK. There is also a skill shortage for supervisory and managerial positions in hotels and restaurants. Students will gain the opportunity to develop practical skills in food preparation at our designated training facility in Belfast. In addition, students will also gain knowledge about industrial food preparation and the hospitality services.

This course gives students a solid foundation from which to pursue a career in this increasingly popular working environment. Students attend a work placement 1/2 days per week with a local employer gaining confidence in using their new skills – our team assist in sourcing these placements. Learners should be aware that this course is not purely practical, with areas of study including Health and Safety, understanding food and nutrition and healthy diet planning. If you enjoy working with food and are prepared to work hard in both written and practical lessons then this is the course for you! We offer Catering & Hospitality at Level 1 and Professional Cookery at Level 2 – eligibility depends on prior qualifications.

Duration

2 Years (approx.) **Some students are eligible for 3 years if they have a disability or special educational requirements.*

Entry Requirements

- ▶ General interest in hospitality and working with members of the public
- ▶ **Student home location eligibility may apply**
- ▶ Aged 16 – 17 years old
- ▶ Or Young person with a disability and be under 22 years old
- ▶ Or Young person who qualifies under the Children (Leaving Care) Act (NI) (2002) and who is under 24 years old.

Catering, Hospitality & Professional Cookery Course Options & Content

If you have no prior qualifications to meet Level 2 stipulations you will be on the Skills for Work 1 Programme

Skills for Work 1 Catering

RSPH Level 2 Award in Food Safety in Catering

OCNNI Level 1 Cert/Diploma in Catering and Hospitality

- Rights and responsibilities for the individual
- Health and safety for catering
- Handling food safely in Catering
- Maintain handle and clean knives
- Understanding the catering industry
- Cooking skills for the domestic kitchen
- Healthy diet planning
- Career preparation and planning
- Understand Food and Nutrition
- Customer Service for the Hospitality Industry
- Employability Opportunities within the Hospitality Industry
- Safe, hygienic and secure working environments in hospitality

If you have previous qualifications meeting Level 2 stipulations you will be on the Skills for Work 2 Programme

Skills for Work 2 Catering & Cookery

City & Guilds NVQ Level 2 Diploma in Professional Cookery

City & Guilds Level 2 Technical Certificate in Principles of Professional Cookery

RSPH Level 2 Award in Food Safety in Catering

- Safe Hygiene and secure working environment in hospitality
- Principles of how to maintain handle and clean knives.
- Working effectively as part of a hospitality team.
- Food safety in catering.
- Preparation, cooking and finishing of fish, meat, poultry, and vegetable dishes.
- Maintain food safety when storing, preparing and cooking food.
- Principles of preparing, cooking and finishing basic soups
- Principles of preparing, cooking and finishing hot sauces.
- Principles of preparing, cooking and finishing basic rice dishes.
- Preparing pastry, cakes, sponges and biscuits.



Contact Us

To register for the programme or to find out further information, please contact us;

People 1st Training

Ormeau House, 91-97 Ormeau Road, Belfast, BT7 1SH
Telephone: 028 9087 5875

Student Support Team

Kerry Wright	028 90268679	k.wright@people-1st.co.uk
Laura Taylor	028 90261563	l.taylor@people-1st.co.uk

Branch Manager

Gillian Duffy	028 90268675	g.duffy@people-1st.co.uk
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Office Opening Hours

Monday - Thursday 9.00am - 5.00pm
Friday 9.00am - 4.30pm



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