

EARN  
£40  
PER WEEK

# People<sup>st</sup> SCHOOL LEAVER COURSES

16+ Training Programme – Skills for Life & Work

TRAVEL  
EXPENSES

STUDENT  
BONUSES

STUDENT  
CARD

GCSE EQUIVALENTS  
ENGLISH, MATHS, ICT

PAID  
HOLIDAYS

FREE VOCATIONAL  
KITS

# SKILLS FOR LIFE AND WORK

Skills for Life and Work is a post-GCSE vocational training programme, specifically created for school leavers, where you can learn new skills while growing and developing as a person. If your time at school is coming to an end, and you are thinking what to do next, then we can provide you with training and qualifications related to a specific job- such as hairdressing, plumbing, professional cooking and much more.

This training is very enjoyable as it is so practical and involves learning in real situations and with real customers- such as cutting hair in the People 1st Academy Salon, cooking for the team in the professional catering academy or building your own computer system from scratch. It's a very hands-on and interactive style of learning, which lends itself well to continuing on to a job, or further education with an Apprenticeship with People 1st or progressing to a University or College course.

## WHY CHOOSE PEOPLE 1ST?

As a student, you will really enjoy training with us; we are a small, award-winning training provider and we take pride in giving all our students one-to-one support and mentoring. Our classes are small and are taught by kind and supportive tutors, and we enjoy lots of fun days out with the team, so you will really settle in fast!

People 1st have been training school leavers for over 30 years and we have created amazing in-house facilities for our students. We offer a variety of unique learning environments including fully operational barbering and hair salons, beauty academy, catering kitchen, and construction training academy for the more hands-on side of these practical courses.



6 LOCATIONS



NVQ LEVEL 1 AND 2



2 YEAR COURSE

# SOMETHING FOR EVERYONE

## 12 DIFFERENT VOCATIONAL SUBJECTS



BARBERING



BEAUTY



BUSINESS ADMINISTRATION



BRICKLAYING



CATERING



CHILDCARE



ELECTRICAL



HAIRDRESSING



IT PRO



JOINERY



PLUMBING



RETAIL

Course availability varies by location, so you may need to travel to a different branch for your chosen subject.

These courses are full-time for two years. You'll gain qualifications along the way, get lots of practical experience, learn lots of new skills and meet new friends.

You will spend a minimum of one day a week learning the practical skills of your chosen area. A few days are spent on the theory side as well as self-development, careers advice and guidance and other amazing life skills that will help you greatly in the future. Once you are ready, you can also avail of time spent each week in a work placement. Many of our students tell us that they love their work placements, as they learn so much and it's great for their CV - and can lead to full-time work!

## BY PARTICIPATING IN THIS PROGRAMME YOU WILL:

- ✓ gain accredited NVQ style qualification in a main subject plus Essential Skills in Maths/English and ICT
- ✓ earn while you learn! £40 weekly allowance, plus the opportunity to earn student bonuses of up to £360
- ✓ get personalised advice, guidance and careers support from our friendly tutors and student support teams
- ✓ get employability and personal development qualifications
- ✓ avail of student discounts from retailers and establishments, with your NUS student card

# SKILLS FOR LIFE AND WORK

## BENEFITS INCLUDE

£40

EARN £40 PER WEEK



TRAVEL EXPENSES



STUDENT BONUSES



STUDENT CARD



ENGLISH, MATHS, ICT  
GCSE EQUIVALENTS



PAID HOLIDAYS




FREE VOCATIONAL KITS

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## BARBERING

“I'm almost finished my barbering course and it has given me so many new skills and confidence to go to work now. Before I started, I was really nervous and afraid I wouldn't be any good. I'd tell anyone at home thinking about it to just go for it. You will not look back!”

 **Jude, 19, Barbering Student, People 1st Lisburn.**

A qualification in Barbering teaches you the skills and techniques needed to cut, groom, style and shave male hair and beards. It is a popular choice for those interested in male hair trends and fashion, and is a creative career path. You'll learn about the industry, working safely and professionally in a salon, and working with others.

### Topics include:

- Advise and consult with clients
- Shampoo, condition and treat hair and scalp
- Cut men's hair using basic techniques
- Create basic outlines and detailing in hair
- Assist with shaving services
- Cut facial hair to shape using basic techniques




# BEAUTY

We have a fully operational beauty salon training room in Belfast which students attend one day a week for practical training. Gain a solid grasp of key techniques and skills needed for the beauty industry, including nails, manicure/pedicure, lashes, waxing and tinting, facial treatments, make-up and client care, and health and safety in a salon environment. It is a creative choice and opens up a lot of career paths.

## Topics include:

- Hair removal and waxing treatments
- Manicure and Pedicure services
- Lashes and brows
- Make-up application
- Nails and Nail Art

“ I really enjoy beauty at People 1st and learning different techniques. My favourite treatment to do is pedicures and eyebrows, and I am getting lots of practice in. I also have really enjoyed my placement working in a salon and I would like to continue working in a salon after I complete my Level 2 with People 1st, and then maybe in a few years I might be able to progress to working for myself. ”

 **Chantel, 17, Beauty Student,**  
People 1st Belfast West



# BRICKLAYING

Learn this in-demand skill within our in-house Construction Training Academy, and build on your practical skills in a real live construction environment. You will learn a variety of useful techniques and how to build and repair walls. You will also develop an understanding of the health and safety requirements for working in the construction industry.

## Topics include:

- Understanding information and quantities
- Communication with others
- Understand construction technology
- Set out masonry structures
- Health and safety welfare in construction and associated industries
- Construct cavity walling forming masonry structures

“ I'm currently doing my NVQ Level 2 in Brickwork at the People 1st Construction Training Academy. My tutors are great, always helping and supporting me. My employer is brilliant. I'm always learning new skills. People 1st is a great place and was a great choice for me. ”

 **Ryan, 19,**  
Bricklaying Student  
People 1st Lisburn



# BUSINESS ADMIN


This course equips students with a range of key practical and professional communication skills for an office environment. It is a great first step towards a career as an office administrator, personal assistant, secretary or receptionist, using email, spreadsheet, software, and arranging meetings/travel.

You will also have the opportunity to develop core skills in areas such as teamwork and customer service.

## Topics include:

- Filing skills
- Understanding business meetings
- Using email
- Using office machines including photocopiers and printers
- Using presentation software

“Starting the Business Admin Course gives me a great range of skills in administration tasks and has really improved my understanding of the role of the Business Administrator. I have really enjoyed the learning environment at People 1st, which is more relaxed than school. My confidence has really grown and with the knowledge I have gained so far, I have been fortunate to have got a work placement with DNT, a Chartered Accountancy firm, and I am keen to see where my future lies.”

 **Finn, 18**  
Business Admin student  
People 1st Belfast South


# CATERING

Our in-house professional kitchen will give you the practical skills you need for this career path. Learn food safety, food preparation techniques, cooking skills, teamwork, and safety and security within the hospitality and catering sector; it will give you the underpinning knowledge that can help you get a job in the sector or progress in your career.

## Topics include:

- Safe, hygienic and secure working environments in hospitality
- Effective teamwork
- Principles of maintaining, handling, and cleaning knives
- Principles of preparing cooking and finishing of basic soups
- Food safety in catering
- Principles of preparing cooking and finishing of basic hot sauces
- Principles of completing kitchen documents
- Principles of setting up and closing the kitchen

“I really enjoy the cookery classes in the professional kitchen in People 1st Lurgan, I have learnt so many new techniques with my tutors, and have been able to use these in my placement, while working in the kitchen of a local hotel. I will be progressing on to do my Level 3 Apprenticeship with People 1st.”

 **Cormac, 18,**  
Catering Student  
People 1st Portadown




# CHILDCARE

Gain a solid foundation for a career within a range of childcare settings such as nurseries, schools, and community groups. Learn the skills, expertise, and knowledge of child development, and get the opportunity to apply these theories in your work placement.

## Topics include:

- Children's social, emotional and growth development
- Listening to children
- Understand how to care for young children
- The stages of intellectual and language development of children from birth to eight years
- The role of play in a child's development

“ Childcare has been a really good choice for me to study. I find it really enjoyable and get a lot out of it. I love working with kids and every day is different, and I am being treated so well on my placement; they are lovely. I am also studying towards my Essential Skills in English and Maths and have just completed my ICT which is great as I didn't have those when I left school. I would love to progress onto Level 2 with People 1st next. ”

 **Sophie, 17,**  
Childcare Student,  
People 1st Belfast South



# ELECTRICAL


Study at our purpose-built Electrical Training Academy in Belfast and learn the specialised skills and knowledge needed to progress in this career path, such as electrical installation and fabrication.

If you are enrolled on the Electrical qualification, you will study wiring and terminals, fabrication techniques, and electrical science and technology.

## You will also gain general and useful knowledge of the construction industry including:

- Fundamental safe working practices
- Environmental and sustainability measures in domestic dwellings
- Wiring and electrical terminals.
- Site preparation in the construction industry.

“ I've always wanted to be an electrician and I'm learning a lot doing my Level 1 Electrical. I'm having a lot of fun as you're meeting new people and learning new things every week. People 1st are also helping me get my Level 2 Maths and ICT. I am on placement with an electrical company and hope to progress further on to the apprenticeship programme. ”

 **Ben, 17, Electrical Student,**  
People 1st Lisburn




# HAIRDRESSING

This course is for you if you would like to make a start in the hair and beauty sector. You'll learn about the industry, working safely and professionally in a salon, and working with others. We have two purpose-built Training Academy salons, in Belfast and Lurgan, where you can study cutting, styling, shampooing and colouring.

## Topics include:

- Style and finish hair
- Set and dress hair
- Shampoo, condition and treat the hair and scalp
- Plait and twist hair
- Cut hair using basic techniques
- Fulfil salon reception duties

“ I have loved doing my course and have become more confident when I am doing wash and blow-dries, curls and French/Dutch braids. I also love to do all over colours and root touch-ups. I have learned many new skills and techniques and have always believed in myself. This course has helped me become strong and confident that I can do my dream career and gain loads of skills and knowledge in Hairdressing. ”

 **Nicola, 20, Hairdressing Student**  
People 1st Lurgan




# IT PROFESSIONAL

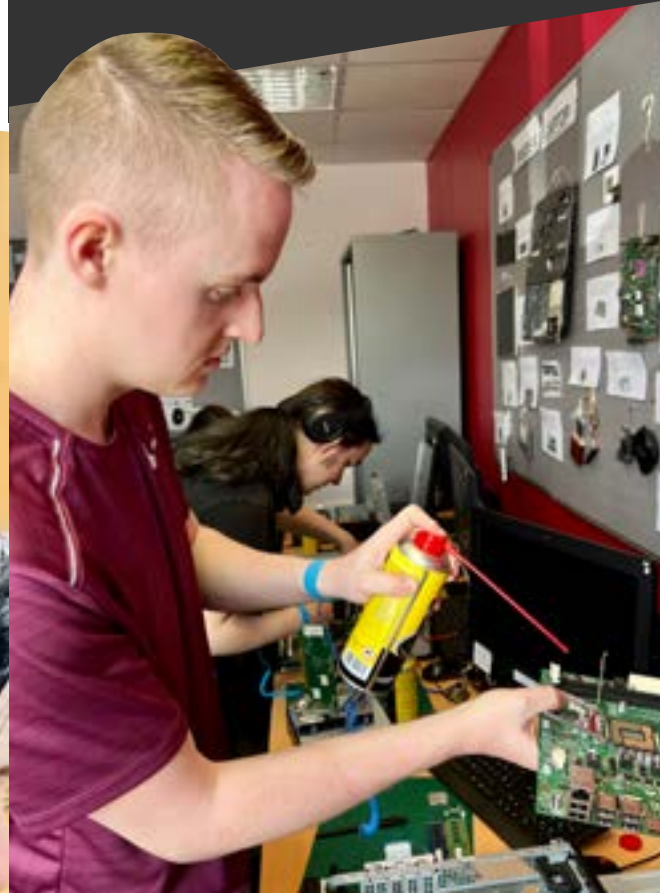
Information Technology (IT) is at the heart of everyday life, whether it's at home or work, shopping or staying in touch with friends and family, IT has an important role to play. The course is ideal for you if you are new to computing as it will provide the skills and knowledge to help you progress into further education or employment.

## Topics include:

- Improving productivity using IT
- IT User fundamentals
- Setting up an IT system
- Security for IT users
- Using mobile IT devices
- Personal information management software

“ I moved to People 1st from SRC in Newry and I am almost finished my IT Pro course. I found the course excellent. The tutors all work in the industry so it is very practical and the assignments aren't too much writing, which is great! ”

 **Francis, 19, IT Pro Student**  
People1st Newry




# JOINERY

This joinery course equips you with the skills to prepare, build, and connect a wide variety of wood products including doors, windows, floors, and roofs. Learn how to use a wide range of tools and joinery equipment.

## Topics include:

- Construction health and safety
- Skills for carpentry and joinery
- Further skills for carpentry and joinery
- Preparing and using portable power tools
- Repair and maintain plasterwork
- Repair and maintain masonry

“ My favourite part is the weekly practical day at the ‘People 1st Construction Training Academy.’ The tutors teach us all the best joinery techniques and how to use the tools properly. They are really nice and speak to you like you are an adult, not a child. ”

 **Sean, 18, Joinery Student, People 1st Lurgan.**




# PLUMBING

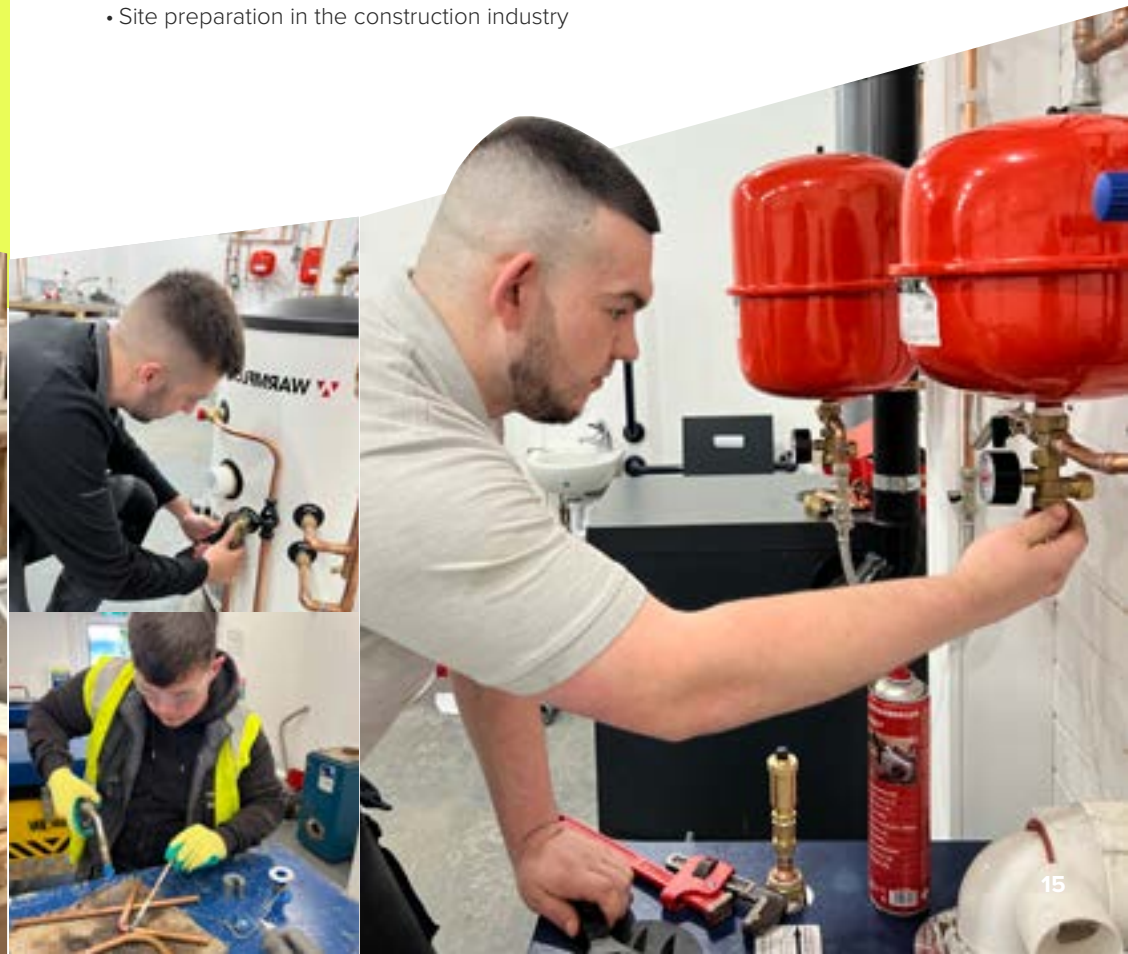
Learn the practical skills for a future career within this industry at our purpose built training facility in Belfast- including the installation, repair and maintenance of plumbing systems. The qualification covers a range of basic tasks and underpinning knowledge involved in plumbing.

## Topics include:

- Installation, repair and maintenance of plumbing systems
- Above ground drainage
- Pipework (copper, plastic, low carbon steel)
- Plumbing science
- Fundamental safe working practices
- Site preparation in the construction industry

“ The class size is small so Brendan our tutor gives us a lot of one-to-one time each class. Great facilities and a relaxing learning environment mean that it isn't a chore to come to class. ”

 **Cailean, 17 Plumbing student People 1st West Belfast**



# RETAIL

This retail course covers all the essential retail and customer service skills that employers are looking for such as sales, customer support, stock control, and visual merchandising. It's ideal if you are just starting out and want to build a career in a range of retail businesses.

## Topics include:

- Problem solving within a retail business
- Employee standards within a retail business
- Individual and team work skills for a retail business
- Rights and responsibilities of retail traders and customers
- Customer service in a retail business
- Display, move, and monitor stock in a retail business

“I'm really enjoying the programme with People 1st Lisburn. I have achieved my Level 1 Retail in less than a year, and am now on Level 2. I have a placement that I really enjoy and am learning a lot.”

 **Emma, 19,**  
Retail Student  
People1st Lisburn



# FAQS

**Eligibility Criteria:** If you're 16 or 17, you can sign up. If you have a disability, you are eligible up to age 22, and if you have an in-care background, you can join up to age 24.

## Who can I talk to about the courses on offer?

We have a team of specialist Student Support Officers in each of our 6 branches – Belfast South, Belfast West, Lisburn, Lurgan, Newry, and Portadown. They are there to help with careers guidance, advice and mentorship. They are experienced members of the team and they will be able to chat you through the different courses on offer and answer any questions you may have. Please feel free to contact your nearest branch using the information above- give them a call during office hours or email them. Sometimes it's best to have a quick chat then we can send you out further information.

## When do the courses start?

The courses normally commence in the first week of September, and for most students it takes around two years to get their qualification. The classes run Monday to Friday and you will also get paid holidays throughout the year including a full two weeks off in July.

If you have missed our normal start date, then please get in touch with our team and we can see if we can find you a place at People 1st. The course normally lasts two years but can take up to three years if needed.

## What do you do each week on the course?

After signing up, you will be given a weekly timetable with your various classes, including time in your vocational area, practical lessons, and other personal development and employability sessions. You may also have essential skills classes in English, Maths and ICT.

We also do lots of nice activities like team building and trips out to help you have fun while you are learning! We will set up a placement for you, where you get to work in a local business linked to your vocational course, and learn lots of great work/life skills to support you when you are ready to move onto into employment.

## What will I do after I finish Skills for Life and Work?

The great thing is that the qualifications, experience and skills that you get from this course opens up a lot of options for what to do next.

You can progress to an Apprenticeship, continuing on with People 1st to gain a higher level of NVQ, and also gain further experience in a work-based environment. This can be a fantastic way to progress up the career ladder and is a fantastic choice for many. You can also proceed straight into employment or go on to further education.

# SKILLS FOR LIFE AND WORK

EMPLOYABILITY. TEAM WORK. ESSENTIAL SKILLS. CAREER DEVELOPMENT. PERSONAL GROWTH.  
CHARITY WORK. COMMUNICATION. LEADERSHIP. CONFIDENCE. INDEPENDENCE. JOB-READY SKILLS





## WHERE CAN YOU STUDY?

We have 6 locations:

### **Belfast South**

Suite 1 Ormeau House,  
91-97 Ormeau Rd  
Belfast, BT7 1SH

### **Conor Daly**

Student Support Officer  
belfastsouth@people-1st.co.uk  
028 9087 5875

### **Lisburn**

42-44 Railway Street,  
Lisburn,  
BT28 1XP

### **Tomás Griffin**

Student Support Officer  
lisburn@people-1st.co.uk  
028 9266 5100

### **Newry**

12 John Mitchel Place,  
Newry,  
BT34 2BP

### **Jason McVeigh**

Student Support Officer  
newry@people-1st.co.uk  
028 3082 5535

### **Belfast West**

Dairy Farm Centre,  
Stewartstown Rd,  
Belfast, BT17 0AW

### **Seanna Davidson**

Student Support Officer  
belfastwest@people-1st.co.uk  
028 9061 8452

### **Lurgan**

62-64 High Street,  
Lurgan, Craigavon  
BT66 8BB

### **Sarah Wylie**

Student Support Officer  
lurgan@people-1st.co.uk  
028 3834 7000

### **Portadown**

54-55 William Street,  
Portadown, Craigavon  
BT62 3NX

### **Ciaran McGeown**

Student Support Officer  
portadown@people-1st.co.uk  
028 3833 7000

