

VENUE AND DURATION OF COURSE:

East Surrey College, Gatton Point, Redhill, Surrey RH1 2JX

The Traineeship could include an intensive programme of high quality work preparation training lasting up to 4 weeks that is designed to get you ready for employment. Following this, you will need to commit to attending:

- A minimum of 2 days per week in a work placement
- 1 day per week at College for work preparation training and English/Maths lessons (if you don't already have GCSE Grade 4 (C) or above)

ENTRY REQUIREMENTS:

- A positive attitude and commitment towards excellent attendance and punctuality
- Aged 16 to 24 with a qualification below Level 3
- Unemployed and have little or no work experience

WHAT QUALIFICATIONS WILL I GET?

- High quality work preparation training
- English and Maths development
- Valuable work experience and knowledge of the work environment

COURSE DESCRIPTION:

A Traineeship is a course with a work placement which helps you to prepare for work or an Apprenticeship. The course will support you in developing and improving the skills and attitudes needed to progress to an Apprenticeship or a job. It will also help you to become more confident in talking to employers about job opportunities and help improve your chances of gaining interviews and developing successful interview techniques.

UNITS/TOPICS COVERED:

- Confidence building
- Teamwork and communication
- Effective job applications
- Interview techniques
- Presentation skills
- ICT skill



TYPE OF ASSESSMENT:

There will be various forms: Observation, self-evaluation and reflection, verbal and written feedback from tutors and employers, and English and Maths exams if required.

EQUIPMENT NEEDED:

An A4 folder with plastic wallets and card dividers would be useful along with a notepad and pen

WHERE CAN IT LEAD?

The course can lead to a Full-time vocational course at East Surrey College. Some students go on to employment in entry level positions or Apprenticeships.

COURSE FEE:

If you are under 19 on 31/08/2019, tuition is free. If you are 19 or over please consult Client Services for advice and guidance on funding and eligibility.

Please be aware that there may be additional costs for equipment and educational visits. This information will be available from the curriculum staff at interview

WHAT TO DO NEXT:

If you have any outstanding queries please contact our Client Services team on 01737 788444 or at clientservices@esc.ac.uk.

To apply online for this course please visit www.esc.ac.uk.

Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

