

Parent, Partner, Guardian and Carer Guide to Work Based Learning

2015/2016

Welcome

Dear Parent, Partner, Guardian or Carer,

This booklet contains information on Work Based Learning which we hope you will find helpful. Open evenings and parent's evenings are arranged throughout the year and will enable you to meet your son, daughter or young person's Course Co-ordinator, or Class Tutor and Training Support Officer to discuss their progress and development.

Introduction

This guide is for you as a Parent, Partner, Guardian or Carer of a student attending NRC as a Trainee or a paid Apprentice and undertaking vocational work based learning. It is designed to provide you with key information about our training and apprenticeship programmes including essential skills in Literacy, Numeracy and Information and Communication Technology (ICT). At NRC we offer vocational work based learning for both employed and non employed students.

ApprenticeshipsNI

ApprenticeshipsNI is a Northern Ireland work – based programme funded by the Department for Employment and Learning (DEL) and part financed by the European Union Social Fund. It is available to both existing and newly recruited waged employees aged 16 – 24.

You can enter ApprenticeshipsNI programmes on progression from Training for Success, or as a direct entrant. You must be in permanent remunerative employment with a Northern Ireland-based company from day one of the apprenticeship and be contracted to work a minimum of 21 hours per week (including day release/off-the-job training) with one employer.

At NRC apprenticeships at Level 2 and/or Level 3 are offered in a diverse range of vocational areas such as Brickwork, Joinery (Bench & Site) Plastering, Plumbing, Engineering and Motorvehicle.

The qualifications are set out in a framework and are available at Levels 2 and 3. They have been devised by industry bodies together with the Sector Skills Councils and are therefore tailored to ensure they meet the needs of industry.

An ApprenticeshipsNI Framework consists of:

- A competence based element
- A knowledge based element
- Employment Rights & Responsibilities (ERR) are a compulsory part of all Apprenticeship programmes and indicate that the apprentice has had a full induction to the employing company and training programme, and is aware of the essential workplace rights and responsibilities.
- Essential Skills in Numeracy, Literacy and ICT(if applicable) There are exemptions provided the student has achieved at least GCSE Grade C in English, Mathematics and Information and Communication Technology.

Essential Skills

Communication / Literacy

Essential Skills Communication and Literacy will give the student the opportunity to develop speaking, listening, reading and writing skills.

Application of Number / Numeracy

Essential Skills Application of Number and Numeracy will give the student the opportunity to use skills in working with figures and numbers.

ICT

Essential Skills ICT aims to give the student the opportunity to develop practical computer skills to use in the current or future workplace and for personal needs. Assessment for Level 1 and Level 2 courses in Communication and Application of Number it is through the completion of a Desk Top Task (end test) and an Action Based Activity (portfolio). For Level 1 and Level 2 ICT it is through a portfolio only. At Entry Level assessment is by the completion of a test.

Workbased Vocational Assessment Methods

Continuous assessment throughout the course of practical workshop and theory tasks. Evidence of competency can be obtained through observations in the workplace, physical products of work, reports, plans ,photographs, online assessments, witness testimony, discussion and questioning.

Employer Grant

An incentive payment is available for employers whose employees successfully complete the ApprenticeshipsNI programme

Training for Success

Training for Success (TfS) is designed as a non- employed route for young people in the 16 and 17 year old age group (up to 22 yrs for those who require additional support and 24 yrs for those in care) to undertake vocational work-based education and training and progress to higher level training, further education and/or employment. The overall training entitlement is 104 weeks or 156 week for those young people with special needs.

Training for Success is delivered through the following strands:

- Skills for Your Life;
- Skills for Work level 1
- Skills for Work level 2

Each strand has a common curriculum of Essential Skills, personal and social development, employability skills, and professional and technical skills.

All students receive an entitlement of up to 104 weeks on the *Training for Success* programme, or up to 156 weeks for those with a disability who have an identified need for additional time.

Under Training for Success GCSE results will determine the appropriate strand and Level at which the student joins.

Skills for Work Level 2 vocational work-based programmes are open to those young people who have achieved a minimum of 5 GCSE's grades D – G or NVQ Level 1 or an equivalent qualification AND the appropriate grades in GCSE English and Mathematics or Essential Skills in Communication and Application of Number.

Skills for Work Level 1 vocational work-based programmes are open to those young people who have achieved one formal qualification but not a full Level 1- defined as 5 GCSE's grades D-G or NVQ Level ; and a full Level 1 qualification BUT do not meet the entry requirements in English and Maths (or equivalent) for Skills for Work Level 2.

WORK BASED LEARNING



Earn while you learn....

All Training for Success participants automatically qualify for a non means tested Education Maintenance Allowance (EMA) of £40 per week.

If a parent(s)/guardian(s) receive Income Support, means tested Job Seeker's Allowance or Housing Benefit, that benefit will not be affected by the EMA.

If the student is entitled to one of these benefits in their own right, that benefit will not be affected.

Parent(s)/guardian(s) will also be entitled to receive Child Benefit and Child Tax Credit provided all other conditions for receipt of the benefits are met.

In addition, travel, lodging and childcare allowances may be paid depending on individual circumstances.

Future Employment

Training for Success vocational work based programmes are designed with the young person's future employability in mind and we work closely with employers to help fulfil their potential. We also have a great track-record for teaching trainees and apprentices the practical skills they need to succeed in the world of work.

Special Features

- Work placement is an essential part of this programme.
- Training allowance of £40 per week.
- Regular Trainee Bonus Payments up to £360
- 25 Days Holiday & 12 Statutory/Bank Holidays
- Each trainee will receive a Personal Training Plan (e-tp) which provides a detailed individual learning pathway
- Supportive Learning Environment
- Technical and Professional Qualifications
- Employability & Personal and Social Development Qualifications
- Essential Skills in Numeracy/ Literacy/ICT

WORK BASED LEARNING



Work Placement

Work placement is an essential part of **Training for Success** since the work placement offers the trainee the opportunity to put the theory gained at college into practice in a real work environment and the opportunity for the trainee to showcase talents and natural abilities.

Our experience of working with employers both large and small recognises the value of Training for Success and associated work placement in offering the opportunity for the young person to obtain a paid apprenticeship or even employment.

Work placement offers not only the possibility to be employed but also:

- invaluable employability skills and transferable skills such as communication and problem solving
- personal development and social skills - enhancement of communication skills and development of maturity
- self-confidence
- time-management and the ability to work in independently as well as part of a team.

As a parent, guardian or carer, we welcome any suggestions, ideas and employer details in supporting our efforts to identify an appropriate workplacement subject to our health and safety assessment and agreement. Please contact us if you feel you can provide assistance.

At NRC our experienced team of Training Support Officers will assist each trainee in identifying a suitable placement, take care of all the paper work and support the trainee throughout the duration of the work placement.

Contact with: Parent, Partner, Guardian and Carer

We greatly value the contact we have with parents, partners, guardians and carers; a student is most likely to achieve their goals, when, the student and the College work together in partnership. Please do not hesitate to contact your son/daughter/young person's Class Tutor or Course Co-ordinator at any time if you have concerns about their progress at College or any other matter. Training Support Officers can also be contacted if there are any pastoral concerns or issues regarding work placement you wish to discuss.

Parents' Evenings

You will be advised of the dates for Parent or Information Evenings. If you would like to speak to your young person's Class Tutor or Course Co-ordinator at any time during the course, please contact the Training Administration Office to make an appointment.

NRC key staff who support your son/daughter/young person

- Class Tutor
- Course Co-ordinator
- Training Support Officer

Absence from College

If your son, daughter or young person is ill and unable to attend College they will need to complete a Sickness/ Absence Form on the first day that they return. The Training Administration Office must also be informed of any period of absence by **10am** on the first day of absence.

For absences of seven or more consecutive days (including weekends) a medical certificate (Fit-Note) from their doctor will be required.

Please note that regular single day absences are not acceptable and will be challenged. They will also affect EMA payments.

Students must NOT arrange routine doctor/ dentist appointments or driving lessons when they should be attending classes and holidays must NOT be taken during term time.

In the event of absence / sickness the Trainee/Parent/Guardian must telephone the Training Office before 10am and/or the Placement Provider.

NRC Training Office Contact Details:

Ballymena/Ballymoney/Coleraine/Magherafelt

Tel:-028 2566 4282 or 028 2566 4283

Newtownabbey

Tel:- 028 90855045, 028 90855046, 028 90855047

The College Tutorial System

Every student is allocated a Class Tutor/Course Co-ordinator who has responsibility for ensuring that his/her group of students achieve the maximum benefit from their course of studies at NRC.

During planned tutorial sessions, Class Tutors, Training Support Officers and students discuss the qualifications undertaken, targeted outcomes, progression routes, review e-tp and associated milestones of achievement.

The First Few Weeks of Term

The work based vocational training courses will commence with an induction period to ensure new students settle happily into College life. Each student will also undergo a detailed vocational induction with their tutors and will meet their DEL Careers Advisers and College Training Support Officers who will support the student during their training programmes and ensure that students are taking the most appropriate course and are fully aware of all the facilities and resources at the College.

What is NRC Moodle?

The College has a VLE (Virtual Learning Environment) which uses Moodle Software. It is accessed via the Internet for teaching, learning and communicating. NRC Moodle is used to support classroom and workshop sessions. This can be accessed from home.

What does it offer Students?

- access to online student and apprentice handbooks and resources
- access to teacher resources
- access to revision materials
- access to shared resources
- access to lessons, coursework and homework resources
- always available as it is accessed via the Internet.

How do students access it?

Every student is allocated a personal NRC Moodle username and password. This enables every student to login to this resource.

<http://moodle.nrc.ac.uk/course/view>

Support for Students

Many students, for a variety of reasons, need extra help if they are to succeed with their studies and achieve their potential.

All full-time students are given an informal assessment of support needs at the start of the course or at interview, so we can identify those needing extra help. We also very much welcome you letting us know if you think your son/daughter or young person would benefit from extra help.

The Education Learning Support team offers a wide range of help and support including:

- working with students in small groups on coursework and/or to improve their writing or maths skills
- specialist equipment and support for students with specific learning difficulties, e.g. dyslexia
- a team of learning support assistants who can provide extra help.

Advice and Guidance

If Students need extra help and guidance or have concerns that are troubling them, the NRC Student Support Team are there to help and support. We have a professional and friendly team of front line training administration staff and Training Support Officers who are able to offer advice, advocate and signpost Students to staff and partner organisations that can help.

The College's Responsibility to Provide information to Parents, Guardians or Carers

We are committed to developing closer relationships with all parents, guardians and carers of students who are aged under 18 and providing you with as much information on their progress as possible. However, there are some restrictions on the information we can provide you with, due to the Data Protection Act 1998.

In some circumstances, in order to comply with the Data Protection Act, it may be necessary for us to obtain permission from students before we can provide information about them.

Due to the Data Protection Act restriction, we are unable to provide you with information immediately over the phone. We will take your details and phone you back, once we have verified that we are able to provide you with the information you have requested.

For students over 18, the law does not recognise any rights of parents, guardians or carers to information about their children. It would also be a breach of the Data Protection Act 1998 if we ignored an express wish from a student that information should not be released. However, even with these restrictions, we will continue to maintain close contact with you and we encourage you to contact us with any concerns you may have.

Working Together: How Parents, Guardians or Carers Can Help

You can help by supporting and encouraging your son/daughter/young person in making the right course choice and maintaining contact with the Class Tutors/Course Co-ordinators over any issues of concern.

Student Discipline

We want everyone to enjoy their time at NRC and we expect good behaviour from all students, including showing respect for others. Students will receive a Student Handbook which outlines our main expectations of behaviour attendance and punctuality. The Student Code of Conduct explains our key rules and regulations.

We have a formal Student Disciplinary Procedure. Staff will make students aware of any issues of concern. All students are normally entitled to go through each stage of the Student Disciplinary Procedure (other than for serious offences). However, there may be times when the nature of the behaviour results in a written warning or exclusion even though it may be the first time such behaviour has taken place.

There are normally 4 stages to the Student Disciplinary Procedure:

1. Verbal warning
2. Written warning
3. Final written warning
4. Serious misconduct, leading to possible exclusion

Where appropriate, we will involve you in the Disciplinary Process; this will usually be regarding instances of repeated behavioural problems and/or serious incidents.

Our Expectations of students are simple :

- Attending College and work placement and being well prepared to learn
- Being punctual and on time for all classes and work placement
- Attendance rate 100%
- Achieve all targeted qualifications.

Tips on how to secure an apprenticeship or work placement

Gaining an apprenticeship is one of the best career moves that you can make. You will gain valuable skills and qualifications, and get paid while you are training. However, you cannot start your apprenticeship unless you have secured suitable full-time employment.

You may face similar challenges in gaining a work placement for your Training for Success vocational programme and to make things easier a few useful tips to assist you in your quest for an apprenticeship or work placement are as follows:

- Consider working with a suitable employer over the summer months to give you a better insight into the industry in which you are thinking of a career
- Remember to check that you are adequately covered by the employer's insurance, and that you have also received suitable Health & Safety training
- Get on the phone, e-mail or arrange to meet with as many local companies/employers as you can and remember to have an updated curriculum vitae ready to hand over, post, or e-mail to employers
- Contact your local Careers Service, school careers teacher to get useful information on your chosen career as well as help in preparing your CV
- You can contact a Department for Employment and Learning (DEL) careers advisor by phone, Monday to Friday 9.00 am to 5.00pm TEL **0300 200 7820**
- Scan your local press job section for companies advertising apprenticeship opportunities, especially during summer months.

There is lots of on-line support about to help you create a good CV. This is one example.

www.careersserviceni.com

Useful websites to help you find local employers in your area can be found at:

www.yell.com – useful for all types of employers

www.thomsonlocal.com – useful for all types of employers.

www.competentpersonsscheme.co.uk – useful for plumbers.

www.needaplumber.org – useful for plumbers

www.localelectrician.co.uk – useful for electricians

www.yourlocaltradesmen.co.uk – useful for all trades

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Notes