



# Inform

Summer Edition 2010

Training  
for  
today

## Adult Learners Week

On Tuesday 18th May Training for today celebrated Adult Learners Week by holding an Awards Ceremony for their achievers. The event went very well and those who attended had a good day. Learners arrived at

Training for today were provided with lunch and were then presented with their certificates by Bridie Holmes, Team Manager at Connexions, Bury. Bridie gave a very inspirational speech and Training for today would like to thank her and all those who attended. Well done to all the learners for their achievement and good luck for the future.



Pictured above Bridie Holmes from Connexions (Far Right) with staff and learners at Training for today.

## Retail Class Show their Creative Kick!

Nicola Entwistle's Retail group carried out a window display competition themed on world cup teams France, South Africa and Mexico. The competition was to see which learners could create the best window display simulating what you would expect to see in shops. The competition was held on Wednesday 16th June 2010, members of staff and learners at Training for today were asked to vote for who they thought should win. All teams worked extremely hard and all displays looked fantastic. Well done to all but especially well done to Perle Mputu - Maluasi and Nathan Lowerson who achieved Gold for the best window display themed on Mexico!

For more information on Retail courses/programmes contact Jane Davenport, Business Development Team Leader on 01204 439900.



Left the winning window (Mexico) with model.

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# Leanne Thompson Progression Superstar

Leanne started as a learner on the e2e programme at Training for today's Atherton centre in October 2009 and really enjoyed the sessions that she had, she thought that they were very useful in every day life and really helped her prepare for her career and develop her skills.

Leanne progressed from the e2e programme to an Apprenticeship in Business Administration on the 31<sup>st</sup> March 2010 and also commenced employment at Training for today as a Clerical Assistant. Leanne said that starting her Apprenticeship and obtaining employment has made her more confident in her self and she has gained a better understanding of working life. Leanne also said that she thinks it has been a great opportunity for her and she really enjoys it at Training for today both as a student and member of staff. Leanne said that she has benefited from her progression as she can gain a qualification whilst working and earning a wage!

Leanne's advice for anyone looking into an Apprenticeship is to "go for it because you can be given experience in the workplace whilst getting a qualification, Apprenticeships are the way forward if you want to earn whilst you learn". Leanne is enjoying her Apprenticeship and said that her tutor is very friendly and helpful, she feels that she receives a lot of support from staff at Training for today and is looking forward to completing her Business Administration Apprenticeship so that she can then progress onto her next Apprenticeship in Customer Service.

As a Clerical Assistant at Training for today Leanne is currently undergoing receptionist training and carrying out general clerical duties such as the processing of candidate data, operating office equipment and supporting members of staff at Training for today within the clerical team. Leanne now feels confident when dealing with customers internal and external, over the phone and face to face.

Leanne is thoroughly enjoying her time at Training for today and is looking forward to her future at the company.

## The Glass Slipper Event The Apprenticeship Image is Good!



On Tuesday 1<sup>st</sup> June 2010 Training for today held an event for Apprentices supported by Aimhigher. This enrichment activity was based on Apprenticeship learners accessing a range of sessions providing information, advice and guidance regarding career and/or progression opportunities and activities focussed on how to look good, these included personal grooming and styling aspects. Learners experienced a series of one to one workshops provided by 'Glass Slipper', a personal styling/grooming company. The workshops related to:

**Personal Styling:** how to dress to look one's best, giving guidelines on how to wear one's work wear with flair and style, how to look polished and professional throughout the day, which styles and colour suit the learner (and how to shop within their budget), how to accessorise (and how NOT to overdo it).

**Make-up:** tips and advice on how to apply make-up for a natural, polished, flawless look, how to make the most of ones' colouring and features, advice on general grooming.

**Hairdressing:** how to put up hair, good cut, colour and hair care tips, how to have groomed hair for work.

The activities provided Apprentices with a fun packed and informative day combined with relevant information, advice and guidance from Aimhigher and Training for today to encourage and motivate learners to seriously consider the variety of options available to them. Learner feedback was positive with some individuals considering a Higher Education course and leaving the event with lots of information and literature.



# Hire a Room at Training for today



## Rooms/resources available for hire

Training for today is committed to widening access to its extensive facilities in Atherton, Bolton and Prestwich (subject to availability) so that schools, training providers, employers and other organisations are able to enjoy the low cost hire of these facilities. Training for today is able to provide services with or without the professional tuition of its staff. Facilities available for hire are:

- Hairdressing salon (Bolton and Prestwich only)

This facility offers a real Hairdressing salon environment with a salon technician to dispense necessary tools, equipment and salon products.

- Health and Social Care facility (Bolton only)

This facility includes Health Care, Social Care and Childcare areas incorporated with a teaching area to seat eighteen learners.

Resources include drunk and dangerous goggle sets, blood pressure monitors, tobacco education kits, interactive babies, empathy belly, weighing scales, hospital bed, two life size mannequins, a manual hoist and lots lots more.

- Classroom seating between eight and eighteen learners (Atherton, Bolton and Prestwich)

Classrooms are available with learner laptops, interactive whiteboards, flip chart and pens (on request).

- Classroom/Meeting room seating up to twenty two people (Bolton)

This facility is available with learner laptops, interactive whiteboard, flip chart and pens (on request).

- Small Interview/Meeting room seating up to four people (Atherton, Bolton and Prestwich)

This room may be provided with lap tops on request.

Further details regarding costs for the above are available on request.

Please contact Joanne McClarence, Business Development Manager on 01204 439900 or alternatively email [joanne.mcclarence@trainingfortoday.co.uk](mailto:joanne.mcclarence@trainingfortoday.co.uk).

## Staff Achievements

### Framework Completion in Customer Service

Rebecca Smyth

### Level 2 Award in Emergency First Aid

Aarron Hargreaves

Vicky Grundy

### Level 2 Certificate in Adult Literacy

Lorraine Atherton

### Level 1 Certificate in Adult Literacy and Numeracy

Typhanie Curtis

### Level 2 NVQ in Barbering

Christina McGrane

### Level 2 NVQ in Customer Service

Katie Hoyle

### Level 3 NVQ in Hairdressing

Samantha Brough

### Safer Recruitment and Safeguarding

### Learners in the Further Education Sector

Jacqui Kawczak

Joanne Harris

Joanne McClarence

Michelle Naylor

Nissa Smyth

Simon Leighton

# Mentoring Programme

On Tuesday 8<sup>th</sup> June 2010 staff from the Bolton Council and Revitalize commenced a Mentoring Programme at Training for today once a week for six consecutive weeks. The programme is aimed at supporting staff within the workplace to carry out the role of mentor to Apprentices more effectively. The programme was run by Christine Edwards who



received very positive feedback from attendees. One learner commented that "I feel I gained a wide knowledge of Mentoring and supporting people in the workplace, I feel I can now go away and confidently put what I have learnt into practice. This was helped by having such a good teacher, very positive and easy to listen to – this helps!" another said "A clearer understanding of the roles of mentor and mentee. I have really enjoyed the exercises during the six weeks". All learners commented that they were much more confident in their role as mentor, the programme had 100% achievement which has highlighted its effectiveness. This successful programme is due to run again on Monday 11<sup>th</sup> October 2010. If you are interested in joining the programme or require more information please contact Joanne McClarence, Business Development Manager, on 01204 439900 or email [joanne.mcclarence@trainingfortoday.co.uk](mailto:joanne.mcclarence@trainingfortoday.co.uk).



# NVQ's Prove not to be a waste of time!

Well done to refuse collectors from Pendle Borough Council, who completed their Level 2 NVQ Customer Service with Training for today. Tutor Michael Stott visited these learners at Nelson to present them with their certificates. Chief Executive Ste Barnes of Pendle Borough Council attended along with Waste Services Manager David Walker and Funding Manager Brian Thompson to proudly congratulate their staff on their achievement. Michael however will be back to support the training of further refuse collectors this month.



## Safe 'n' Sound

Training for today has recently formed a 'Safe 'n' Sound' committee who will look after the welfare of learners and staff. This committee sits under the 'Safe 'n' Sound' umbrella with representatives from Equality & Diversity, Health & Safety, Information Advice and Guidance and Safeguarding.

## Training for today ticks all the boxes!

Training for today has again achieved the Two Tick Disability symbol which has been held for the last 5 years.

The Disability symbol is awarded by Jobcentre Plus to employers in England, Scotland and Wales who have made commitments to employ, keep and develop the abilities of disabled staff.



# Hot Seat

**Name** Katie Hoyle.

**Job title** Clerical Assistant.

**Time at Training for today** 1 Years 3 Months.

**Family** Mum Lynda, Dad Steve, Sisters Vicki and Claire, Brother Andrew, niece and nephew Brooke and Daniel and boyfriend Chris.

**Nicknames** None.



**Describe an average day at work** Sorting out certificates and portfolios, filing and invigilating tests.

**Describe yourself in three words** Outgoing, friendly and chatty.

**Describe your ideal holiday** Somewhere exotic, lots of sun and nice beaches.

**Ideal evening in or out?** Going for a nice meal with the girls.

**Favourite meal** Curry.

**Favourite quote** The life you live is more important than the words you speak.