



**Young Apprenticeship/Diploma
Framework in Business and
Administration**
Guide for Parents and Learners



This guide has been designed to explain the requirements of the Young Apprenticeship/Diploma Framework in Business and Administration.

We hope the guide will answer any queries you may have about the programmes; what they involve, examination requirements, experiences of workplaces and working in the training centre.

This programme is a collaborative venture between Training for Today and your High school; *pupils from varying schools will be working together.*

We are aware that a number of issues/problems may arise whilst learners are working in a different environment. Please encourage your son/daughter to tell the 14-19 Coordinator, Michelle Naylor about any concerns that they may have in person or alternatively, telephone Michelle Naylor on 01204 439900

Are you interested in the Young Apprenticeship/Diploma Framework in Business and Administration?

- ✓ DO YOU want to find out more about working in the Business, Administration and Finance sectors?
- ✓ DO YOU want a qualification that is valued by employers as well as Colleges and University?
- ✓ DO YOU feel comfortable working in an environment that is fast paced with different challenges every day?
- ✓ DO YOU feel comfortable working on your own?
- ✓ DO YOU feel confident enough to travel to work placement and meet new people?
- ✓ DO YOU consider yourself responsible enough to organise your own work and meet deadlines?
- ✓ DO YOU like working with other people in groups?
- ✓ DO YOU like projects that require self guided research?
- ✓ COULD YOU interview someone as part of a project?
- ✓ COULD YOU organise a visit by using the telephone or writing a letter?
- ✓ DO YOU like using a computer to complete research?
- ✓ DO YOU make every effort to ensure your coursework is of a high standard?

If your answer was 'yes' to all or most of the questions above, you should consider this course option.

What can you expect to gain by completing this course?

Level 2 Principal Learning in Business, Administration and Finance

Level 2 Certificate in Business Administration

Level 2 Functional English

Level 2 Functional Maths

Level 2 Functional ICT

Professionals Visiting the Training Centre include:

Store Manager

Visual Merchandiser

Human Resources Manager

Training Manager

Audit Manager

Buyer

Marketing Manager

Supply Chain Manager

Health & Safety Officer

Security Manager

Trading Standards Officer

Principal Learning

This component of the diploma is intended to:

- Engage learners
- Foster interest in the sectors
- Provide the basis for thought provoking learning activities
- Provide the basis for contextualisation of all the units within both levels of the Principal learning
- Facilitate the development of personal, learning and thinking skills

There are 6 units within the principal learning.

How are employers involved in the programme?

Employers will engage in the delivery of the YA/Diploma by allowing learners to:

- Complete work placement activity at their establishment
- Visit the training centre to lead work related practical sessions
- Undertake the role of guest speaker to inform session delivery
- Allow a group/groups of learners to visit their place of work and ask employees relevant questions and gather information

What progression opportunities are there?

These include progression to:

- the next Diploma level (Higher/Advanced)
- An Apprenticeship Programme
- Further programme's of study (School, College, Training Provider)

Useful websites

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| Council for Administration | www.cfa.uk.com |
| Equal Opportunities Law | www.eco-law.org.uk |
| Connexions | www.connexions-direct.com |
| Commission for Racial Equality | www.cre.gov.uk |
| Disability Rights Commission | www.drc-gb.org |
| Employers for Work-Life Balance | |
| www.employersforwork-lifebalance.org.uk | |
| www.baf-diploma.org.uk | |

Uniform

It is not necessary to wear your school uniform whilst at the Training Centre, however, you will be expected to wear your Training for today t-shirt whilst at the centre and at work placement. It is essential that you are dressed appropriately for the working environment, jeans and trainers are unacceptable; consideration should also be taken about personal hygiene and safety.

Lunch break arrangements

The Training centre does not have a canteen; however, a seated vending area is available with drinks machine. Learners are allowed to leave the building in their lunch break to purchase food from the local shops and return to the seated vending area to consume their lunch. (A signed parental consent form will be required before you can leave the centre).

Parental Information

Training Provider: Training for today
Address: Catherine House, Lever Street, Bolton,
BL3 6PB
Tel No: 01204 439900
Contact: Michelle Naylor, 14-16 Coordinator

Induction:

- Training for today will provide a full induction programme, covering course expectations and assessments, Training for today Code of Conduct, health and safety and other practicalities.
- Training for today is committed to helping the learners achieve their goals. Where it is felt necessary, learning assistance will be provided for individual or groups of learners with support provided by the school.
- Training for today also works closely with the Connexions Careers Service and other external bodies providing help and guidance for young people between the age of 13 and 19 years.
- Entry to all courses is subject to a satisfactory interview.

Transport Arrangements:

- The School will authorise all travel arrangements. The learners will either be transported to Training for today by school bus or will make their own way, by public transport or if it is within walking distance.
- Training for today will endeavour to arrange work placement within walking distance of the learners home; however, this may not always be possible and the learner may be required to use public transport to attend work placement.

Clothing/Specialist Equipment and Materials:

- Training for today will supply any specialist clothing/equipment.
- Any personal items supplied to the learner will be the responsibility of the learner and must be brought to each lesson and replaced if lost.

Attendance:

- It is expected that the learners and parents will give full commitment to the course and the learners will attend every agreed session unless they are ill. This is important as the course is based on continuous assessment.
- The School must be informed if your son/daughter is ill and unable to attend Training for today.
- Training for today will inform the School of any authorised/un-authorised absences.
- Training for today sessions will still take place even if there is an occasional clash with School INSET days.

Lunchtime and Break Arrangements:

- There will be no formal supervision arrangements at lunchtimes and break times and the learners are able to go off the premises if they chose (only on receipt of parental consent form/signature).

Health and Safety/Child Protection Arrangements:

- All Training for today tutors are police/CRB checked. Risk assessments and health and safety requirements are undertaken for all course programmes.
- If the course involves educational visits at another location then Training for today relevant procedures will be undertaken.
- All work placements will have been risk assessed and health and safety checked by the Training for today Health & Safety Officer prior to allocation to a learner.

Monitoring and Review:

- The school will receive a written progress review every 12 weeks.
- Your son/daughter will also have a careers interview towards the end of Year 11.

Training for today - Learner Code of Conduct

Every learner attending classes at Training for today has certain rights and responsibilities.

Please note that your rights and your responsibilities are linked. You cannot claim your rights without fulfilling your responsibilities.

The following expectations are simple and non-negotiable. They exist to support every school learner attending classes/placements with Training for today, and to the support Training for today community. They apply at all times in all places around the organisation and in lessons taught by Training for today tutors in the partner schools.

In brief:

- The learners have the right to learn.
- Tutors have the right to teach.
- Both tutors and the learners have the right to be treated with respect.
- Training for today has a right to have its property treated with respect.

Rights

Every learner has the right to:

- Be treated with care and respect.
- Be safe.
- Have a good learning experience.
- Express an opinion.
- Be listened to and heard.
- Ask for help if he or she has a problem.

Responsibilities

Every learner has a responsibility to:

- Treat others with care and respect.
- Treat Training for today property with care and respect.

- Treat all people equally in accordance with Training for today's Equality & Diversity Policy.
- Attend all of the timetabled sessions, whether at Training for today, work placement or school.
- Ensure that their parent or carer informs the school if they are unable to attend a class for any reason.
- Arrive at classes on time.
- Arrive back at school on time after a lesson, if required.
- Arrive at classes calmly and ready to work.
- Bring all required equipment.
- Listen and not interrupt others.
- Work to the best of his/her ability.
- Observe all health and safety rules, especially in potentially hazardous environments.
- Act lawfully at all times. This includes observing the laws relating to alcohol and use of drugs.
- Adhere to the law with respect to the No smoking law.

Rewards

If you demonstrate that you are prepared to make the effort to make progress, then you will be rewarded in many ways.

- You will achieve your best standard of work.
- You will enjoy your work and experience the pleasure of being successful.
- Your Training for today tutor will praise you personally by giving you a Learner Achievement Form.
- Training for today will award you with a monthly Attendance Award to acknowledge your attendance of all your timetabled sessions. The learners with a yearly attendance of over 90% are entered into a prize draw.
- Training for today will inform the school of your achievement and the school may give you a merit.
- Training for today will inform the school of every learner who has not had any unauthorized absences and whose behaviour and punctuality have been good. The school may award a merit to each of those students.
- Training for today will award you with a certificate upon completion of your course.

The Consequences

If you choose to follow the Code of Conduct and remember that you are attending Training for today sessions to learn, then you will not have to worry about consequences. However, if you do choose to break the Code of Conduct in some way, then you must accept that consequences will follow.

Remember:

- **You** are responsible for your own behaviour.
- **You** have a **choice** about how you behave.
- Every tutor and every room will have clear rules and routines to help you know what is expected from you.
- **You** have committed to a programme that contains a work placement requirement and **you** must attend all your timetabled session to achieve the programme.

Un-authorised non-attendance of the training centre or work placement

- Poor and un-authorised non-attendance is monitored by the 14-19 Coordinator.
- If a pattern of poor or un-authorised attendance is identified by the training centre, you will receive a polite request form the tutor to demonstrate improvement.
- If you carry on with your poor or un-authorised non-attendance, then your name will be recorded on a Learner Concern Form, the school will receive a copy and a further copy will be held on your Training for file.
- If you receive 3 Learner Concern Forms in one term, then a Learner Action Plan will be drawn up and your progress against the Learner Action Plan will be monitored for an agreed period.
- Unsatisfactory progress could result in a Final Warning; a Serious Concern meeting being arranged with the school, your parents, yourself and a Training for today representative and you could be permanently excluded from the course.

Disruptive behaviour

- Disruptive behaviour includes being late to a lesson.

- If you break a rule or interrupt a lesson in any way, you will receive a polite request from the tutor to stop the disruptive behaviour.
- If you carry on with the disruptive behaviour, then your name will be recorded on a Learner Concern Form, the school will receive a copy and a further copy will be held on your Training for today file.
- If you receive 3 Learner Concern Forms in one term, then a Learner Action Plan will be drawn up and your progress against the Learner Action Plan will be monitored for an agreed period.
- Unsatisfactory progress could result in a Final Warning; a Serious Concern meeting being arranged with the school, your parents, yourself and a Training for today representative and you could be permanently excluded from the course.

Unacceptable behaviour

- Serious misconduct will not be tolerated.
- If you behave in a way which is considered unacceptable, then you will be removed from the rest of that lesson and will be suspended from the course until such point as your return to the course can be agreed.
- Continuation on your Training for today course will only be permitted once an Action Plan has been drawn up and agreed.
- Unsatisfactory progress could result in a Final Warning; a Serious Concern meeting being arranged with the school, your parents, yourself and a Training for today representative and you could be permanently excluded from the course.

Serious misconduct usually falls into one of the following categories:

- Physical violence
- Verbal abuse to tutors
- Serious damage to property
- Physical or verbal bullying
- A serious breach of health & safety rules/dangerous behaviour
- Possession of drugs or alcohol
- Refusal to accept the most serious School or Training for today sanctions
- Breaking of the No Smoking Law

Consideration will be given to requests for this document in other formats; Please ring 01204 43 99 00 and ask for the Equality and Diversity Officer.

Training for today

Head Office:

Catherine House,
Lever Street,
BOLTON BL3 6PB.

Tel: 01204 43 99 00

Fax: 01024 43 89 00

www.trainingfortoday.co.uk

mail@trainingfortoday.co.uk

Training Centres at:

Catherine House, Lever Street, BOLTON, BL3 6PB,
Lever House, 1a Rectory Lane, PRESTWICH, M25 1BP,
& Unit 4 Linstock Trading Estate, Wigan Rd, ATHERTON,
Manchester M46 0RE.



Training for today is the trading name of Michael John Training Ltd.

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Training for today