

Start
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Learner Journey

Pre-Employment Training



Start of your journey

- Apply for course or be referred by Work Coach
- Speak with Course Coordinator (CC) or Regional Engagement Manager (REM) about course requirements; details about job; rates of pay; transport links; B2W incentives
- Complete online Initial Assessment (Maths, English and ICT tests)
- Attend Open Day (if relevant).



Pre-course tasks

- Ensure you can access the course (if online, you will need an eligible device to complete. If face-to-face, you'll need to attend the course in person)
- Check Course and job eligibility with CC or REM
- Complete paperwork over the phone with CC, or in person at the open day
- Check emails and sign paperwork in Adobe Sign
- Watch video sent by CC to learn how to use online platforms

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First day of learning

- Log onto Microsoft Teams at the agreed time by following link in email to meet your Tutors (CCs will be on the call on Monday morning to assist anyone who struggles to log on)
- For face-to-face courses, be in the specified location at the correct time.
- Complete induction (learn about course expectations, safeguarding, learner handbooks etc)
- Tutor will complete an equipment check and confirm any appointments learners may have which may restrict their attendance.



During your course

- Online courses require you to complete assessments using our Virtual Learning Environment (VLE).
- In-person courses require assessments to be handwritten in workbooks.
- Most courses have extra employability support (cv writing, interview practise)
- Some courses have extra scheduled support sessions in the evening.
- Most courses have 2 tutors - 1 covers course delivery and the other marks assessments and offers extra 1:1 support where required, so you will receive prompt feedback and be fully supported to complete the course and successfully gain employment.



At the end of your course

- Meet with Progressions Team via online group call to understand how they will support you in securing a job
- Complete exit paperwork with tutor (sign via Adobe Sign as you did at the beginning)
- Complete exit interview to give feedback on your experience of the course
- Prepare for interview after the course and receive any further support needed to be ready for the interview and job.
- Ensure you have your tutor's contact details in case you wish to use them as a job reference



After your course

- Use Progressions Coordinator as much as you can to make yourself ready for your next step (manage CV, support through online applications, attending company open day, scheduling your interview etc)
- If you choose a different progression path after the course (eg a different job, another course etc), keep the Progressions Coordinator informed
- Progressions Coordinator will keep you on a mailing list with job opportunities and offer regular contact until you find your next step
- You will receive your course qualification after the course ends.

Finish
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