

UKTD



TRAINEESHIPS

City & Guilds
Approved Centre



OVERVIEW

UKTD have been leading the way in work-based learning and apprenticeships since 1998 and our business training is highly regarded among the employers we work with.

We now offer further opportunities for young people (16-18 years) to undertake Traineeships.

What are Traineeships?

Traineeships are ideal for those students who feel that School or College are not the right choice for them. This gives you the opportunity to continue with your education whilst training within a real working environment. They will allow you to gain a variety of valuable skills and take part in work experience in your desired field, whilst undertaking a range of further qualifications for example Employability Skills Training, Customer Service Award, English and Maths Functional Skills.

Traineeships are a form of alternative education and as a result are not paid. However, it may be possible to get assistance with travel expenses and lunch money to support you through your course.

Traineeships provide an opportunity for you to try out one or more professions. They help you to find out what you enjoy, to recognise your strengths and enhance your skills. A Traineeship could lead on to a permanent job offer with the possibility to undertake an Apprenticeship in your chosen career. Alternatively, it might support you to return to school/further education.

We have a group of specialist Traineeship Tutors, Trainers and Employment Advisors who will support you every step of the way - from producing your first CV and guiding you through interviews, to helping you overcome any difficulties you may have with your English and Maths) and teaching you skills that will be used in your workplace. We will support you with both your learning and your work placement.

Duration of the Course: Up to 6 months

Acceptance & Eligibility Requirements:

None but we do expect all our learners to be prepared to commit to learning and attending their work placement.

Work Placement Choices

- IT
- Customer Service Advisor Recruitment
- Customer Service Advisor Call Centre
- Customer Service Advisor Retail
- Business Administration
- Childcare/Teaching Assistant (Will require a DBS check)

Qualifications and Training Courses

- Award Introduction to Customer Service Level 1 (C&G)
- Employability Skills
- Prevent and British Values
- Functional Skills English & Maths
- Healthy Eating
- Effective communication
- Working as part of a team
- Rights, responsibilities and citizenship
- Introduction to health and safety awareness in the workplace
- Dealing with problems
- Awareness of equality and diversity
- Communicating with others in the workplace
- Teamworking skills
- Independent Living Skills

Is this Programme right for you?

Talk to one of the team

To take advantage of this training opportunity and come away with the knowledge and experience to pursue a rewarding career in your chosen profession, please contact the Traineeship team on **01442 230 130**.

Alternatively you can:

Email us at: enquiries@uktd.co.uk

Go to our website: www.uktd.co.uk

Or find us on:



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