


Webinar housekeeping

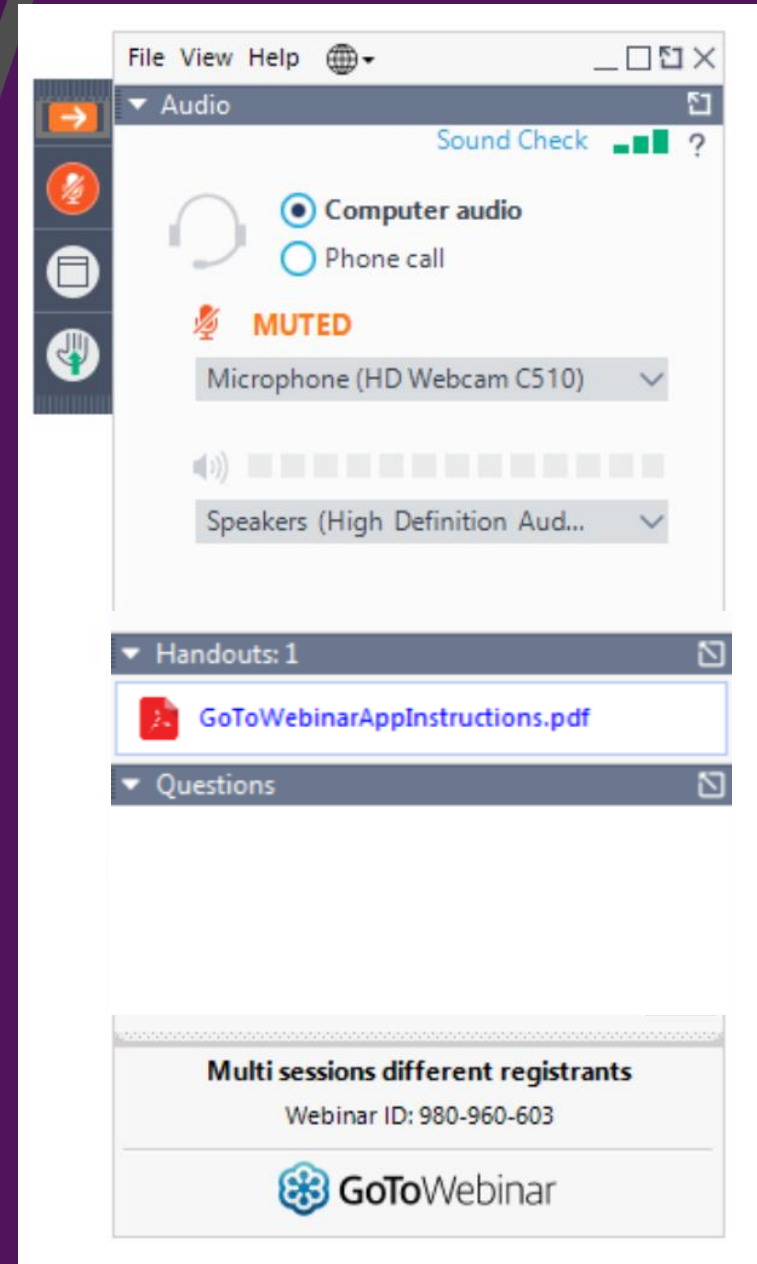
Before we begin the session:

- View, Select, and Test your audio

You can dial in by phone if you are struggling with audio. Click Audio, select Phone Call and then follow the instructions.

- Raise hand button 
- Questions and comments
- Handouts to download

Note: This session is being recorded



Supporting your Traineeship programmes

20th October 2021

With
Paul Saunders and
Janice Spencer

 01206 911 211

 @GatewayQuals

 www.gatewayqualifications.org.uk

 enquiries@gatewayqualifications.org.uk



Introducing Gateway Qualifications

- Over 30 years of expertise
- Wide range of regulated qualifications
- Access to Higher Education Diplomas
- Focus on creating the highest quality of qualifications accessible to all
- Committed to excellent customer service



What we'll cover today

- Explore the policy
- Occupational Traineeships
- What do the packages contain
- Finding and using our resources
- Next steps

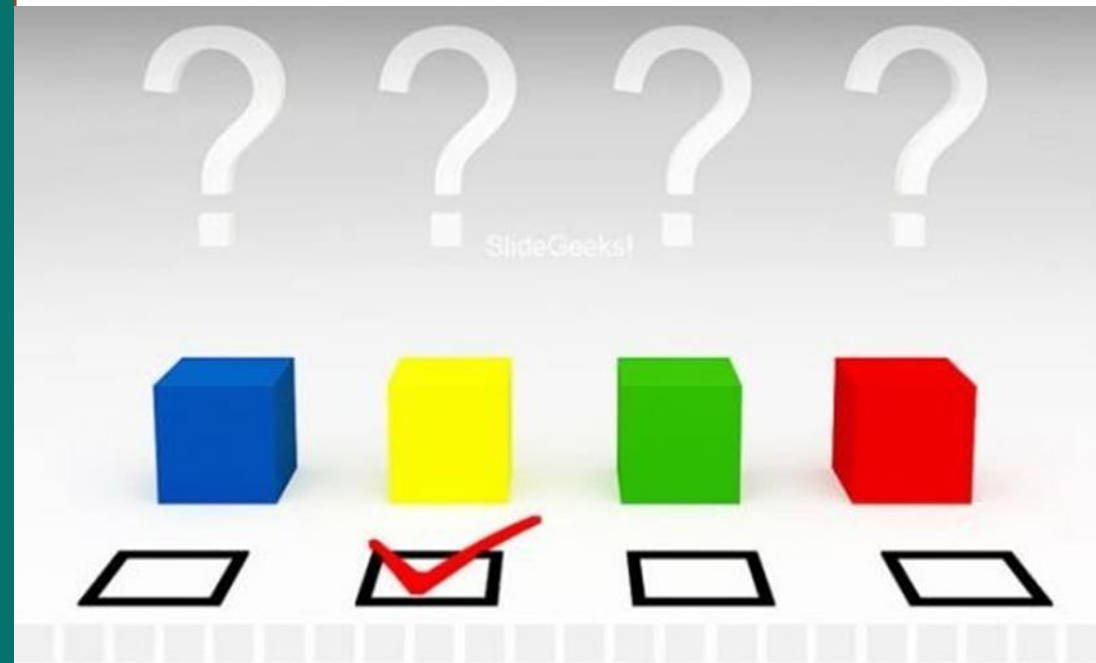


When are you to likely to deliver Traineeships in your centre?

- ☐ Already delivering
- ☐ Now about to start
- ☐ I need some help to get started
- ☐ No plans to deliver

Please expand on your choice in the comments

Poll



Traineeships

The centrally funded and managed Traineeship Programme consists of a work experience placement and English, Maths, ESOL or Digital Skills, along with job preparation such as CV-writing tips and advice on how to prepare for an interview.

This means that learners can concentrate on developing the knowledge, skills and behaviour needed to enable them to progress on to further learning, Apprenticeships or into work.

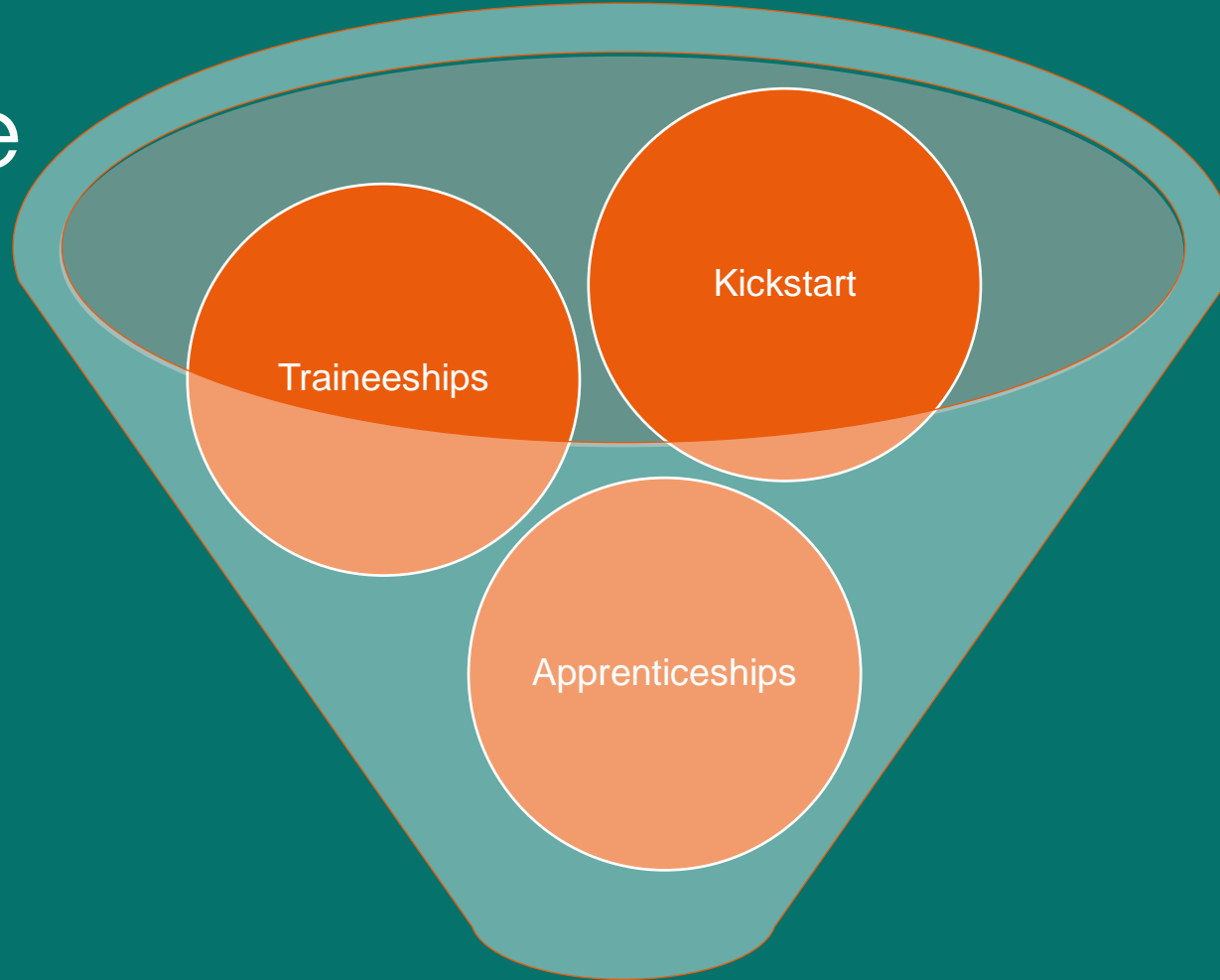
Research published in June 2019 by the Department for Education showed that Traineeships are having a positive impact on learners. The [Traineeships Impact Evaluation](#) found that participating in a Traineeship increased the probability of a learner being on an Apprenticeship, in further learning or in another job within 12 months of starting a Traineeship.

What is a Traineeship?

Traineeships have four core elements:

- **Work preparation training**, focusing on the employability needs and skills such as CV writing, interview preparation, job search and personal skills.
- A high-quality **work experience placement** to help the young person develop the skills needed in the workplace.
- Where needed **English, Maths, ESOL or Digital Skills**.
- **Flexible vocational learning** and qualifications linked to an occupation or employment opportunity in the local labour market.

Landscape



Sustained employment

Sector challenges

Continuing education with remote delivery

Having resources aligned to qualifications

Meeting funding profiles

COVID-19 recovery



Traineeships

Activity	Total Hours	Learning Aim	Learning Aim Title	16-18	19-24
Induction and work preparation 2 weeks (5hours/day x 5 days)	50	Z0003511	Non regulated SFA formula funded provision, level 1 Prep for work, 45 to 68 hours, PW A	421 hours in total so in the 360-449 band	£1500
Work Placement (18 hours/week x 12 weeks)	216	Z0007837	Work Placement (200-499) hours		
Maths (5.5 hours/week x 10 weeks)	55	60342675	Level 1 Functional Skills in Mathematics		£724
English (5.5 hours/week x 10 weeks)	55	60342900	Level 1 Functional Skills in English		£724
Essential Digital Skills (5 hours/week x 4 weeks)	45	60359869	Level 1 in Essential Digital Skills		£300
				£2,827	£3,248

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Traineeship sector packages



Business Support
and Administration
Services



Construction



Digital



Education and
Childcare







Health and Care



Logistics

Traineeship sector packages

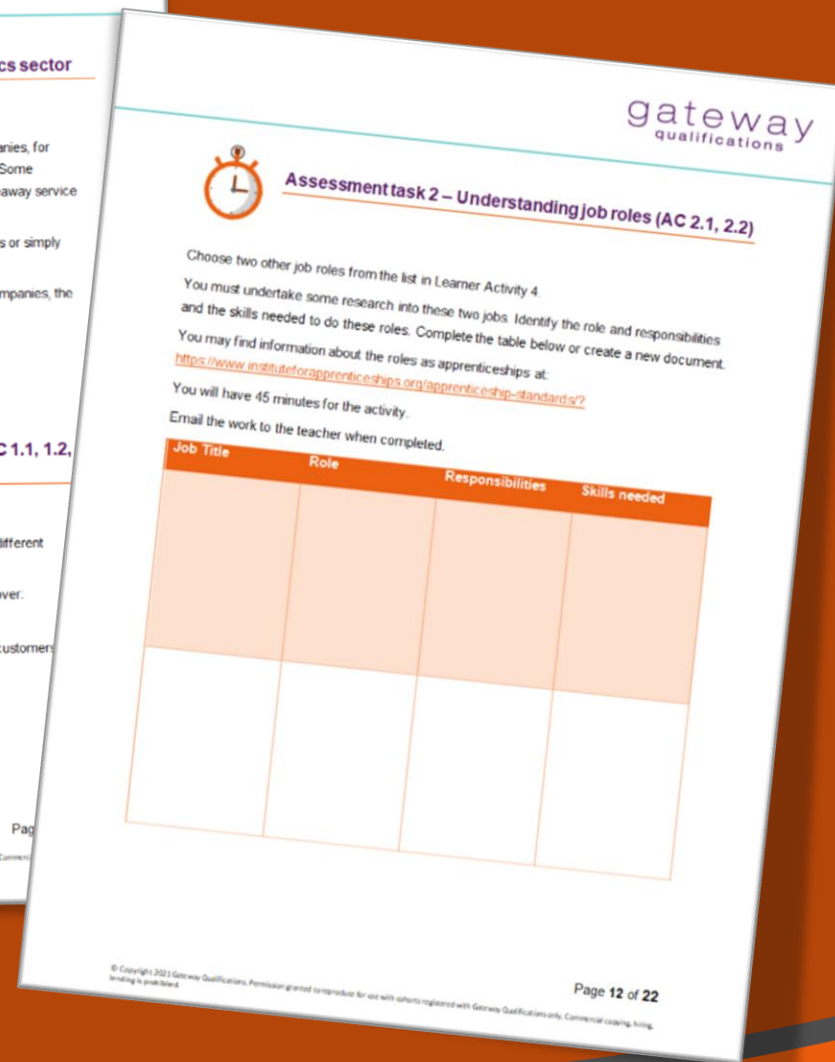
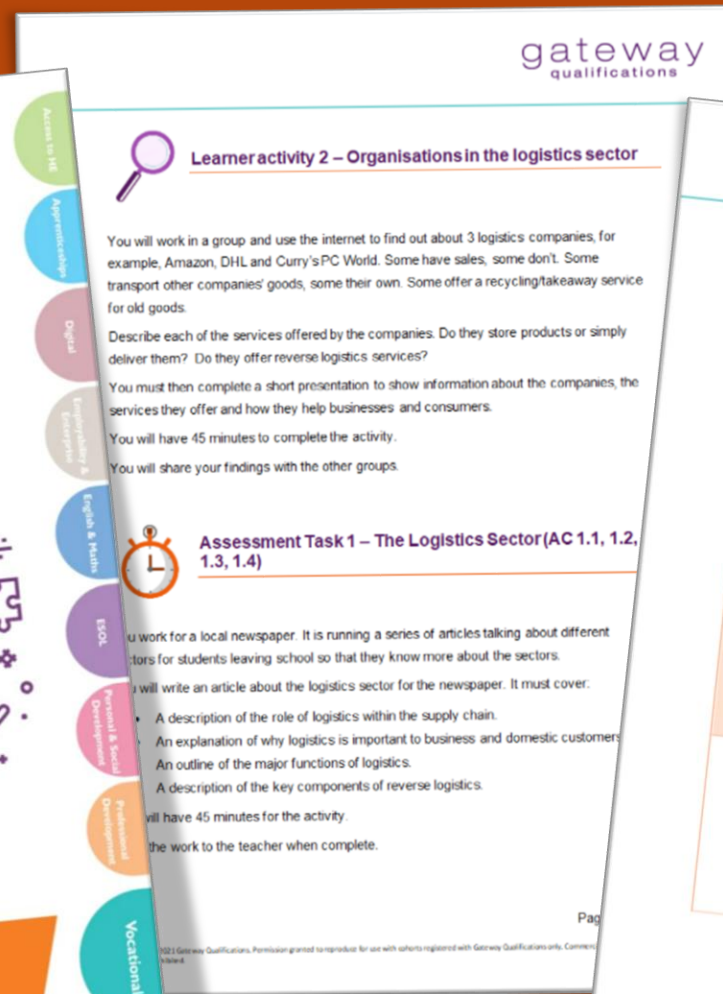
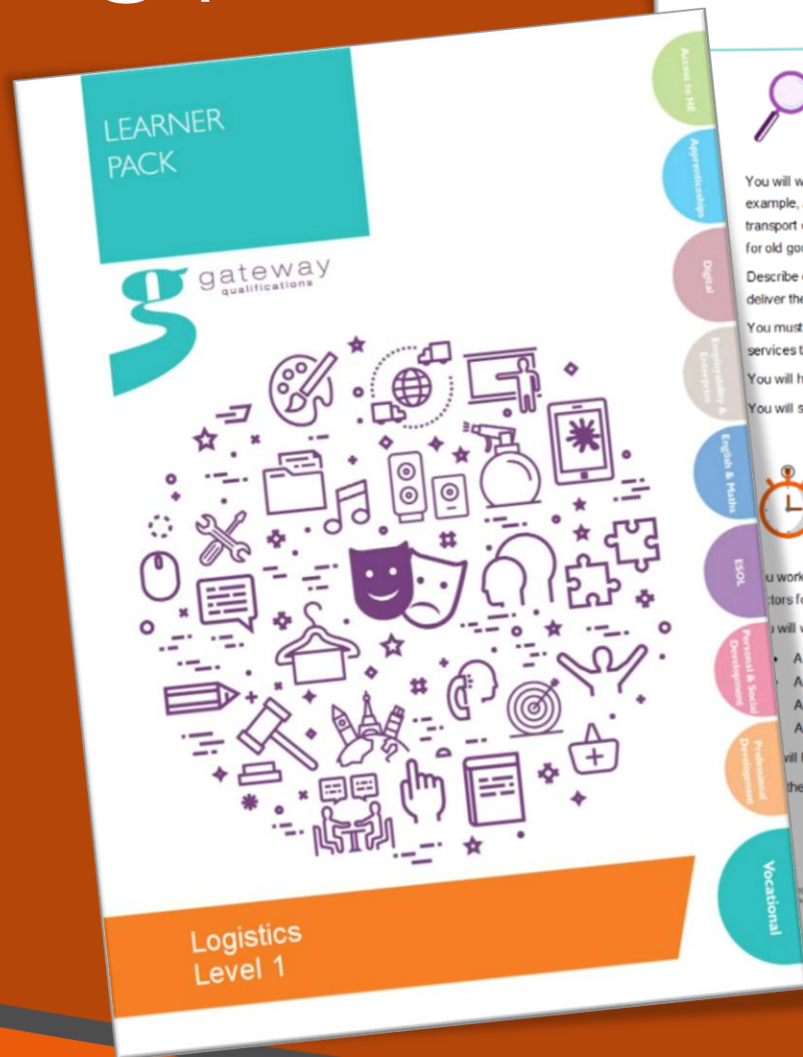
- | | | |
|--------------|--|--|
| Key features | Resources tailored to the qualifications |  |
| | Encourages holistic delivery methods |  |
| | Funded for 16-24 year olds |  |
| | Sectors identified by you and stakeholders |  |

Support materials

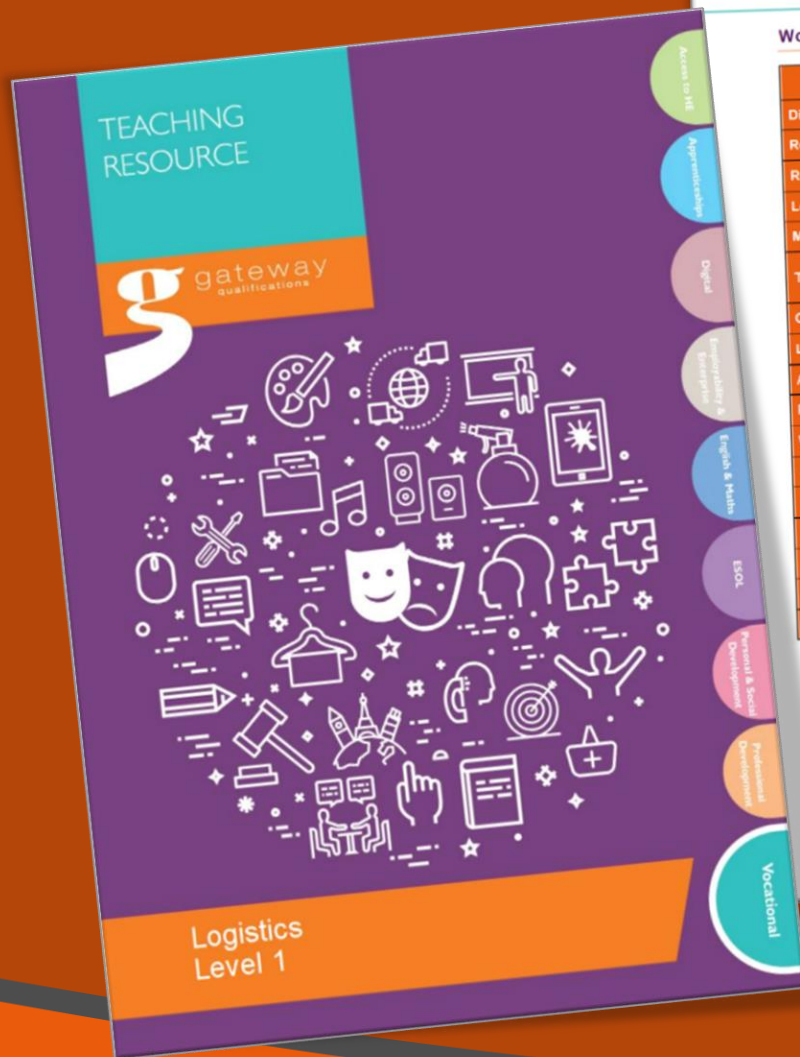
- Teaching resource overview of the qualification and the assessment criteria
- PowerPoint for delivering this qualification online or in class
- Learner's pack



Learning pack



Teaching pack



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Working in Logistics (H/617/5645)

	Skills	Knowledge	Assessment Tasks
Direct observation of the learner			
Recorded discussion – written or oral			
Role Play			
Learner's work products			
Mind map			
Table		X	Assessment Task 2
		X	Assessment Task 4
Case study			
Learner log or reflective diary			
Activity plan or planned activity			
Portfolio of evidence			
Written and pictorial information			
Scenario			
Oral questioning and answers			
Booklets			
PowerPoint			
Reports		X	Assessment Task 2
Posters		X	Assessment Task 4

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Appendix 1 – Index of Assessment Activities

Working in Logistics (H/617/5645)

Activity Number	Title	Related Learning Outcome/Assessment Criteria	Page
1	The logistics sector	1.1, 1.2, 1.3, 1.4	9
2	Understanding job roles	2.1, 2.2	12
3	Working practices	3.1, 3.2	13
4	Legislation	4.1	14

Picking and Distributing Goods (Y/617/5593)

Activity Number	Title	Related Learning Outcome/Assessment Criteria	Page
1	Leaflet	1.1, 1.2, 1.3	17
2	Packaging presentation	2.1, 2.2, 2.3	18
3	Presentation – Distributing goods	3.1, 3.2, 3.3	19
4	Poster – Dangerous goods	4.1, 4.2, 4.3	20

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The PowerPoint presentation

- Quizzes
- Videos
- Blogs
- Discussions
- Group, pairs and individual activities
- Indications of learning activities and assessment tasks

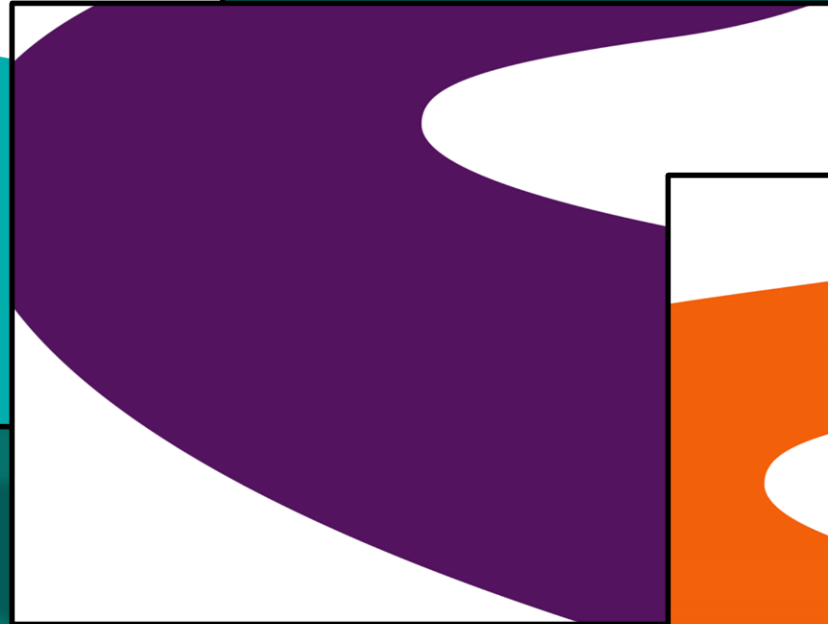


Colour coordinated through-out

Discussion



Learning activity



Assessment task



PowerPoint

Working in logistics



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Common hazards in an office

These are common **hazards** in the office:

- poor or inadequate lighting;
- ergonomic hazards;
- extremes of temperature;
- manual handling hazards;
- slip, trip and fall hazards;
- electrical hazards (e.g. appliances, power sockets, etc.);
- contagious illnesses spread by sick workers;
- fire hazards;
- chemical hazards (e.g. cleaning products);
- stress hazards.



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learning your way

More jobs

Warehouse Manager

- Job description – Coordinating different functions and activities; allocate work; manage budgets; train staff; maintain records; manage performance; oversee individual and team performance.
- Skills – Effective and efficient planner and organiser; good communicator; can lead and inspire others; analytical ability; problem solving skills; effective use of IT skills; knowledge of relevant legislation.

Customer Service

- Interact with external stakeholders; giving information; resolving problems; liaise with internal colleagues; deal with complaints; prepare reports; build relationships with customers.
- Good communication skills; proficient in the use of IT; problem solving; organised; pays attention to detail; good work ethic; patience; product knowledge.

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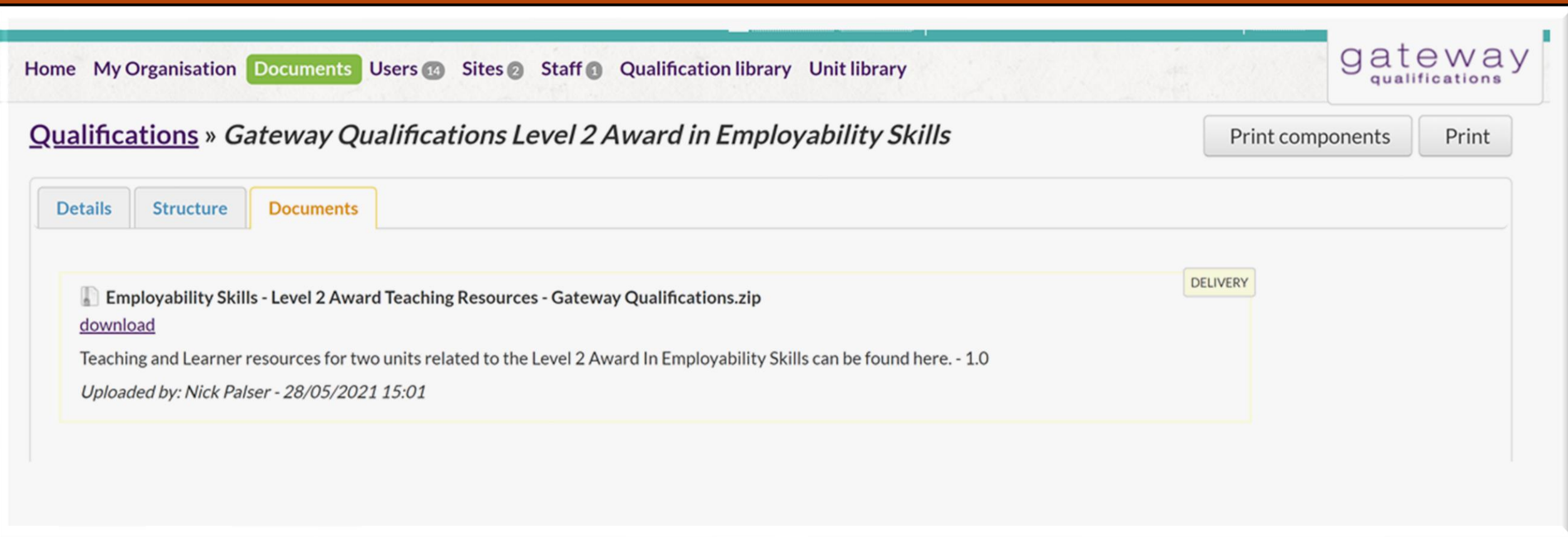
learning your way

Free samples



Sample resources can be found on our website [here](#)

Where to find the resources in Prism




The screenshot displays the Prism interface for Gateway Qualifications. The top navigation bar includes links for Home, My Organisation, Documents (highlighted), Users (14), Sites (2), Staff (1), Qualification library, and Unit library. The main header shows the Gateway Qualifications logo. Below this, the breadcrumb trail reads 'Qualifications » Gateway Qualifications Level 2 Award in Employability Skills'. To the right of the breadcrumb are buttons for 'Print components' and 'Print'. A sub-navigation bar contains tabs for 'Details', 'Structure', and 'Documents' (which is active). The main content area shows a document titled 'Employability Skills - Level 2 Award Teaching Resources - Gateway Qualifications.zip' with a 'download' link. A 'DELIVERY' label is positioned to the right of the document title. Below the document title, a description states: 'Teaching and Learner resources for two units related to the Level 2 Award In Employability Skills can be found here. - 1.0'. The upload information at the bottom reads: 'Uploaded by: Nick Palser - 28/05/2021 15:01'.

Home My Organisation **Documents** Users ¹⁴ Sites ² Staff ¹ Qualification library Unit library

gateway qualifications

Qualifications » *Gateway Qualifications Level 2 Award in Employability Skills* Print components Print

Details Structure **Documents**

 **Employability Skills - Level 2 Award Teaching Resources - Gateway Qualifications.zip** DELIVERY

[download](#)

Teaching and Learner resources for two units related to the Level 2 Award In Employability Skills can be found here. - 1.0

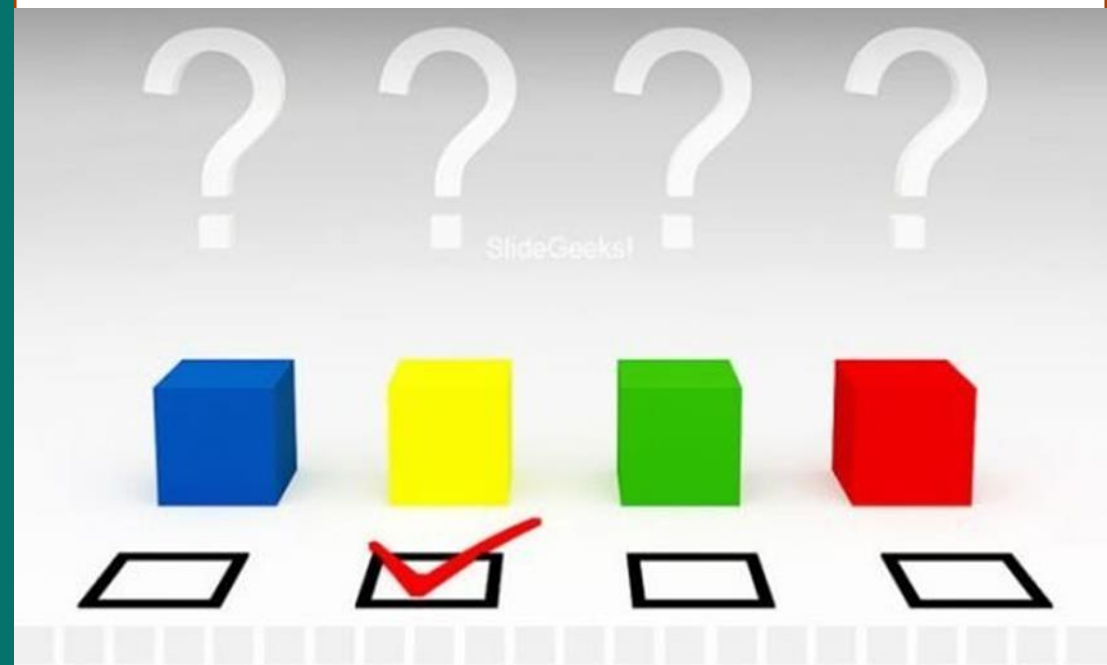
Uploaded by: Nick Palser - 28/05/2021 15:01

Are you likely to deliver vocational qualifications as part of your Traineeships offer?

- ☐ Yes
- ☐ No
- ☐ Uncertain – can you help me

Please expand on your choice in the comments

Poll



Business Development



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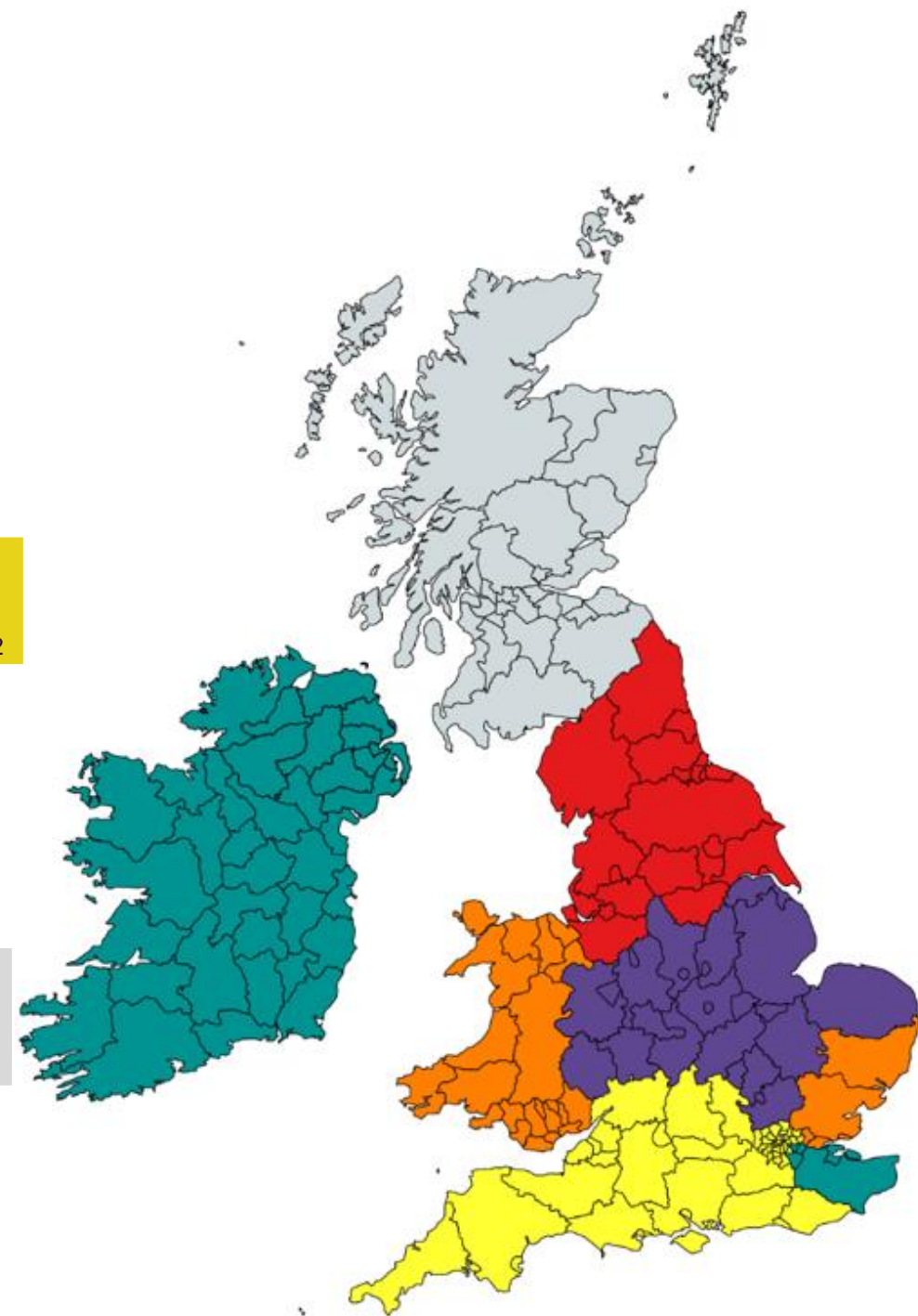
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Any questions?

