

LEARN 4WORK



course guide

Apprenticeships



Welcome

Learn4Work is a work based training provider and is part of the Enterprise and Skills Department.

Learn4Work

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We have been delivering specialist training programmes and qualifications for 12 years and have a reputation for delivering a quality service. We offer a range of different work based learning opportunities, from entry level to NVQ level 3.

Tanya Eaton



“I'm now on a full time apprenticeship doing sports coaching in different places across Stoke-on-Trent and gaining more qualifications in different sports”

**LEARN
4WORK**

Call 01782 234435

Our Vision:

to develop a locally skilled and well educated community contributing positively to the economy

Mission

To provide high quality opportunities that enrich local people's lives and improve their skills, knowledge and job prospects.

Information, Advice and Guidance

Our Aim is...

To provide clear, concise, independent and impartial information advice and guidance to all, in a professional, friendly, helpful and timely manner to enable people to make informed decisions.

Information advice and guidance (IAG) is available to help and support you with both learning and personal issues. These include

- Qualifications available for you
- Courses available.
- Planning your career pathways and progression routes
- Personal issues that affect your daily life.

Ask for information in a different format which best suits your individual needs.

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Activity Leader - Intermediate Apprenticeship

This programme is aimed at young people aged 16+ who are interested in a career in sports coaching

Entry qualifications

- A genuine interest in sport and leisure
- Motivated and willing to learn

What will I be doing?

- Taking part in training activities
- Completing relevant course work and portfolios
- Preparing for, leading and concluding various activity sessions
- Working as part of a team or on your own
- Planning, organising and promoting events
- Setting up and taking down equipment
- Applying your learning in your work areas
- Developing your own personal and development skills
- Following all instructions given by trainers and supervisors
- Ensuring safety of yourself and others at all times

What qualifications will I achieve?

- 1st4sport NVQ Level 2 Certificate in Activity Leadership
- First Aid at Work Certificate
- Functional/Key Skills in English, Maths and IT
- 1st4sport Level 2 Award in Principles and Preparations of Coaching
- 1st4sport Level 2 Award in Employment Awareness in Active Leisure and Learning
- One additional qualification of your choice for example: Community Sports
- Leaders Award, FA Football Coaching, Gym Instructor or Amateur Swimming Association Teachers Certificate

Where to next?

The Activity Leadership programme gives you the confidence and skills to progress into an Advanced Apprenticeship, secure a job or return to further education.

Leisure Operations - Intermediate Apprenticeship

This programme is aimed at young people aged 16+ who are interested in a career in the leisure industry

Entry qualifications

- A genuine interest in sport and leisure
- Motivated and willing to learn

What will I be doing?

- Taking part in training activities
- Completing relevant course work and portfolios
- Dealing with customers in a professional manner
- Working as part of a team or on your own
- Solving problems for customers
- Setting up and taking down equipment
- Applying your learning to work
- Developing your own personal and development skills
- Following all instructions given by trainers and supervisors
- Ensuring safety of yourself and others at all times

What qualifications will I achieve?

- 1st4sport NVQ Level 2 Certificate in Leisure Operations
- First Aid at Work Certificate
- 1st4sport Level 2 Certificate in Leisure Operations
- 1st4sport Level 2 Award in Employment Awareness in active Leisure and Learning
- Functional/Key Skills in English, Maths and IT
- National Pool Lifeguard Qualification
- One additional qualification of your choice for example: Community Sports Leaders Award, Pool Plant Operators Certificate or Basic Food Hygiene

Where to next?

The Leisure Operations programme gives you the confidence and skills to progress into an Advanced Apprenticeship, secure a job or return to further education.

Instructing Exercise and Fitness - Intermediate Apprenticeship

This programme is aimed at young people aged 16+ who are interested in a career in the exercise and fitness sector

Entry qualifications

- A genuine interest in sport and leisure
- Motivated and willing to learn

What will I be doing?

- Taking part in training activities
- Completing relevant course work and portfolios
- Working as part of a team or on your own
- Applying your learning to work areas
- Developing your own personal and development skills
- Following all instructions given by trainers and supervisors
- Ensuring safety of yourself and others at all times

What qualifications will I achieve?

- Level 2 NVQ Diploma in Instructing Exercise and Fitness
- First Aid at Work Certificate
- 1st4sport Level 2 Award in Employment Awareness in Active Leisure and Learning
- Functional/Key Skills in English, Maths and IT
- YMCA Gym Instructors Certificate
- One additional qualification of your choice for example: YMCA Circuit Training Certificate

Where to next?

The Instructing Exercise and Fitness programme gives you the confidence and skills to progress into an Advanced Apprenticeship secure a job or return to further education.

Business Administration - Intermediate Apprenticeship

This programme is aimed at young people aged 16+ who are looking to work in an administration role

Entry qualifications

- A genuine interest in supporting administration within a cross section of Stoke-on-Trent City Council departments
- Motivated and willing to learn.

What will I be doing?

- Taking part in training activities
- Completing relevant course work and portfolios
- Dealing with customers in a professional manner
- Working as part of a team or on your own
- Solving problems for customers
- Providing administrative support
- Applying your learning into work areas
- Developing your own personal and development skills
- Following all instructions given by trainers and supervisors
- Ensuring safety of yourself and others at all times

What qualifications will I achieve?

- City and Guilds NVQ Level 2 Certificate in Business Administration
- First Aid at Work Certificate
- Functional/Key Skills in English, Maths and IT
- City and Guilds Level 2 Award in the Principles of Business Administration

Where to next?

The Business Administration programme gives you the confidence and skills to progress into an Advanced Apprenticeship, secure a job or return to further education.

Leisure Management - Advanced Apprenticeship

This programme is aimed at people who are working in the leisure industry and have some responsibility for other people

Entry qualifications

- Any relevant Level 2 Sport Qualification
- Already working in a supervisory capacity

What will I be doing?

- Taking part in training activities
- Completing relevant course work and portfolios
- Dealing with customers in a professional manner
- Operating and supervising a sports facility
- Working as part of a team or on your own
- Solving problems for customers
- Setting up and taking down equipment
- Applying your learning into work areas
- Developing your own personal and development skills
- Following all instructions given by trainers and supervisors
- Ensuring safety of yourself and others at all times

What qualifications will I achieve?

- NVQ Level 3 Diploma in Leisure Management
- First Aid at Work Certificate
- Functional/Key skills in English, Maths and ICT
- Level 3 Certificate in Leisure Management
- Level 3 Award in Employment Awareness in Active Leisure and Learning
- One additional qualification of your choice for example: National Pool Lifeguard Qualification (NPLQ), Sports Leaders Award Level 3

Where to next?

The Leisure management programme gives you the confidence and skills to secure a job or return to further/ higher education.

Sports Development - Advanced Apprenticeship

This programme is aimed at people who are working in Sports Development and have some responsibility for other people

Entry qualifications

- Any relevant Level 2 Sport Qualification
- Already working in a supervisory capacity

What will I be doing?

- Taking part in training activities
- Completing relevant course work and portfolios
- Dealing with customers in a professional manner
- Working as part of a team or on your own
- Solving problems for customers
- Applying your learning into work areas
- Developing your own personal and development skills
- Following all instructions given by trainers and supervisors
- Ensuring safety of yourself and others at all times

What qualifications will I achieve?

- NVQ Level 3 in Sports Development
- First Aid at Work Certificate
- Level 3 Award in Employment Awareness in Active Leisure and Learning
- Functional/Key Skills in English, Maths and ICT
- Sports Leaders Award Level 3
- One additional qualification of your choice
- Higher level national Governing Body Qualification eg. FA Level 3

Where to next?

The Sports Development programme gives you the confidence and skills to secure a job or return to further/ higher education.

Advanced Fitness - Apprenticeship

This programme is aimed at young people aged 16+ who are interested in a career in the exercise and fitness sector

Entry qualifications

- A genuine interest in sport and leisure
- Motivated and willing to learn

What will I be doing?

- Taking part in training activities
- Completing relevant course work and portfolios
- Preparing for, leading and concluding various activity sessions
- Working as part of a team or on your own
- Applying your learning into work areas
- Developing your own personal and development skills
- Following all instructions given by trainers and supervisors
- Ensuring safety of yourself and others at all times

What qualifications will I achieve?

- Level 3 NVQ Diploma in Personal Training
- First Aid at Work Certificate
- Functional Skills in English, Maths and IT
- Level 3 Diploma in Personal Training
- 1st4sport Level 3 Award in Employment Awareness in Active Leisure and Learning
- Sports Leaders UK Level 2 and Level 3 Awards

Where to next?

The Advanced Fitness programme gives you the confidence and skills to secure a job or return to further/ higher education.

Business Administration - Advanced Apprenticeship

This programme is aimed at young people aged 16+ who are specifically working in an administration role

Entry qualifications

- A genuine interest in supporting administration within a cross section of Stoke-on-Trent City Council departments
- Motivated and willing to learn

What will I be doing?

- Taking part in training activities
- Completing relevant course work and portfolios
- Dealing with customers in a professional manner
- Working as part of a team or on your own
- Solving problems for customers
- Providing administrative support and development
- Applying your learning into work areas
- Developing your own personal and development skills
- Following all instructions given by trainers and supervisors
- Ensuring safety of yourself and others at all times

What qualifications will I achieve?

- City and Guilds NVQ Level 3 Diploma in Business Administration
- First Aid at Work Certificate
- Functional/Key Skills in English, Maths and IT
- City and Guilds Level 3 Award in the Principles of Business Administration

Where to next?

The Business Administration programme gives you the confidence and skills to secure a job or return to further education.

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