



Parent Information Pack

NWCS Training Ltd

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Introduction

A brief introduction to the company and its history:

North West Community Services Training Ltd. is an established accredited training provider with twenty five years experience in delivering quality training across a variety of areas. Which include the following:

- Adult Care Levels 2 & 3**
- Childcare Level 2 & 3**
- Team Leading and Supervisor Level 3**
- Business Administrator Level 3**
- Customer Service Level 2 & 3**
- Teaching Assistant Level 3**
- Functional Skills from Entry level to level 2**

The training centre is situated on Liverpool Road, Huyton L36 8HT and easily accessible from all parts of the city.

All our staff are experienced and qualified in their field and are continuously developing their skills. Our main body of learners are aged between 16-24 years however we also deliver private training to the more mature learner at a reasonable cost.

Our current contracts are with the Education & Skills Funding Agency (ESFA) to deliver Apprenticeship training. We have well established employer links in all areas of Merseyside and value their contribution to the learners' training which is invaluable to their success.

The training department is part of the Cera Care Group

Site location

North West Community Services Training

The Maggie O'Neill Community Resource Centre
433 Liverpool Rd,
Huyton,
Liverpool
L36 8HT

0151 521 5888



The following transport lines have routes that pass near Liverpool Road, Huyton

Bus:

7, 8 & 10

Train:

NORTHERN to Huyton station

Notes

Brief outline of what we offer:

Apprenticeships are our bread and butter. Full details as to the benefits of Apprenticeships can be found here: [Learners - North West Community Services Training \(nwcstraining.co.uk\)](http://www.nwcstraining.co.uk)

Business Benefits

Apprenticeships are a major reform of learning that will help make business stronger and more competitive. They are intended to meet the needs identified by employers for developing skills not only practically but working on skills to develop literacy and numeracy. Apprenticeships equip people with skills and knowledge required to do the job better.

Apprentices are motivated young people who are keen to learn, you as an employer will find it easier to recruit and retain able young people who can do the job. Apprenticeships are designed to meet the needs of businesses. This means that the training is always relevant and it is tailored to the needs of the sector i.e. "Healthcare". Apprenticeships allow you to invest in your businesses for the future avoiding skills shortages. This allows you as business to keep up skills and to keep abreast with new technology.

Agreements for Apprenticeships are made between the young person, (Learner) Employers (yourselves) and Learning Provider ourselves.



You can begin your apprenticeship at **any time of the year**, unlike colleges and universities that only have start date per year



An apprentice can earn much more than a university graduate.



Due to the experience gained during the apprenticeship **your child can stand out!**



Accelerate to **success** - start working **today!**



No debt as training is fully funded.



Gain industry led qualifications in a specialised area.

Off the job training

- What is off the job training for apprentices?

'Off-the-job' training is delivered by a training provider during your apprentice's normal working hours. This training will teach your apprentice the knowledge, skills and behaviours set out in the apprenticeship standard so they can achieve occupational competence. Further and fuller information can be found here:

[Off-the-job training and apprentices - North West Community Services Training \(nwcstraining.co.uk\)](http://www.nwcstraining.co.uk)

Who is involved in the Apprenticeship Programme?

- Employer
- Learner
- Training Provider / College

A person undertaking the apprenticeship programme cannot do so without an employer. An agreement has to be drawn up and agreed by all 3 parties of how the programme will be delivered; all apprentices have to be employed.

The Employer Responsibilities to the Learner

- Ensure the learner undertakes an induction into the workplace
- Support the learner through their apprenticeship by supplying on the job training.
- Provide adequate supervision for the learner in the placement in line with the Safe Learner Concept. (A Pocket Guide to Supervising is enclosed with this pack)
- Provide a comprehensive induction in line with the pocket guide.
- Undertake the appropriate Risk Assessment forms in accordance with the Management of Health and Safety at Work Regulations and comply with all the health and safety guidelines.
- Encourage the learner to attend for their training day in accordance with their Learning Plan.
- Release the learner from their placement to attend their training day.
- Take part in the six week and regular twelve weekly reviews for learners on Apprenticeships.

What North West Community Services Training Ltd Provides the Learner?

- A comprehensive induction, which includes health and safety, equal opportunities and requirements of the programme.
- Individual computer based initial assessment to measure literacy and numeracy skills.
- An action plan to addressing support measures that may be needed.
- A timetable for learning
- Scheme of work
- Quality training for the learner.
- Ongoing monitoring of the learners attendance on a weekly basis.
- Regular planning and reviewing of the learner's progress.
- Ongoing IAG with your Tutor/Training Officer
- Additional support when required

The Safe Learner Concept

The Safe Learner Concept was first introduced by the Education Learning Skills Council in 2002. The ESFA defines the Safe Learner Concept as the situation in which the learner through the quality of their learning experience:

- gains an understanding of the importance of health and safety
- understands how hazards are identified, risks are assessed and the principles of control measures
- develops a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience.

The Education Skills Funding Agency (ESFA) expects all ESFA-funded organisations to promote the Safe Learner Concept in addition to ensuring a safe, healthy and supportive environment through effective health and safety management.

The ESFA recognised that it would be necessary to develop the safe learner concept within a framework that would be meaningful and useful to colleges, providers, employers and others involved in ESFA-funded learning, particularly vocational and work-based learning.

North West Community Services Training Ltd. have a Committee set up within their training department that meets on a quarterly basis which consists of representation of staff and senior staff members. The committee would welcome representation from employers and learners as they would value the input. The Committee reviews all aspects of Safeguarding and Health & Safety if you would like to know more about who is involved or what is involved please visit our website.

Health and Safety Policies and Procedures

At the company induction extracts of the company Health and Safety Policy are given to all new learners and the procedures associated with them are explained.

Health and Safety Induction

North West Community Services Training Ltd provides a specific health and safety induction as part of the learner's induction week, the session includes fire safety procedure for the building, a basic understanding of the Health and Safety at Work Act and its implications. The session also informs learners of the colour coding for safety signs, some COSHH awareness, risk assessment, accident procedures, and the use of fire extinguishers. A short awareness test is carried out to assess the learners understanding. The learner also completes worksheets based on situations in the working environment; discussion takes place to enable the learner to associate the law with their day to day experiences and give them some knowledge of the principles of risk assessment and the benefits of good housekeeping. At the end of the session each learners is issued with a Certificate for attending the Be Safe Initial Induction as well as the SFA's Be Safe booklet.

Contact details for parents 16-18

NWCS Training Ltd have an open door policy in relation to making contact. Parents of 16-18 year old learners can discuss their child's learning programme progress on any of the methods detailed below:

- 1. Contact your child's designated Training Officer** - Your child will be issued with contact details for their Training Officer upon commencing their programme. Alternatively contact the main office on 0151 521 5888 and request a phone call from the Training Officer responsible.
- 2. Contact 0151 521 5888 and request a face to face meeting with your child's Training Officer.** Leave a message upon the website, Contact us - North West Community Services Training (nwcstraining.co.uk) A member of staff will always reply to this message within 24hours.
- 3. Contact the NWCS Training Ltd Head of Centre, Paul Sheron**
on 07548 840 156 - paul-sheron@nwcsLtd.uk

For parents of older learners who require an update:

In the first instance follow point 2 and work down.