

▶ It's your
time to get
the skills to
succeed



YOUR TIME

A programme from [learndirect](https://www.learndirect.com)

Whether you're looking to improve your skills to get a job or wanting to get back into learning, now's the time to do what you want to do and get where you want to be!

If you're between 16 and 24 years old our training programme can start you on your journey into a Traineeship, an Apprenticeship, employment or back into education – and it can be completed as quickly as 6 weeks!

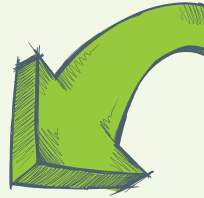
We know that classrooms aren't for everyone. If you want to get real experience and skills then we can help.

You'll be supported by a Young Person's Coach who'll agree a personalised learning plan with you. This will show you what you'll be doing during your programme.

Your journey to a brighter future is about to begin...

YOUR TIME

What happens and when?



WEEK 1

Let's get started!

- Complete your induction
- Take part in team working activities
- Attend courses on:
 - Developing personal confidence
 - Dealing with problems
 - Managing personal finance
 - Understanding assertive behaviour
 - Improving your English and maths
- Assessment for City & Guilds award in personal and social skills

WEEK 5

You may now be ready to start your work placement with an employer.

- Complete your work placement

This project is financed by the European Social Fund

First, we'll talk to you about your goals for the future and how you want to progress. We'll review your current skills and experience, so we can get an idea of the support you may need. Then we'll agree with you a personalised learning plan and show you what you'll be doing to develop the skills that you'll need to get to where you want to be.

The programmes usually last 6 weeks. At the start, we'll discuss how long your programme will take and how much time you'll spend on work experience and training at our centre.

WEEKS 2&3

Continue with courses developing your skills and understanding in:

- English and maths
- Health and wellbeing
- Positive relationships
- The wider world and planning a holiday
- Equality and diversity
- Democracy and society
- Preparing for your placement

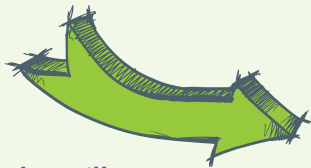
WEEK 4

This is 'Options' week – choose activities that match your interests and needs.

These could include:

- Gaining a qualification in IT
- Taking time to look at the world of work in sectors like warehousing, retail or childcare
- Short e-learning courses in subjects that interest you
- Participating in practical activities
- An introduction to the skills required in different industries and the roles which may suit your skills and abilities

WEEK 6



**Almost there!
During this week you'll:**

- Reflect on your work placement
- Continue with working towards achieving your progression goals
- Search and apply for jobs
- Develop your interview skills
- Complete an assessment for City & Guilds qualification in Employability Skills
- Review programme progress, celebrate success and complete your individual moving on plan

FINISH

You have completed your programme and can move onto the next step in your journey. This could be a Traineeship, Apprenticeship, employment or education.

CONGRATULATIONS

MEET THE TEAM

The Receptionist

This will be the first person you'll meet when you arrive at our centre. They'll offer you a warm welcome and introduce you to a member of staff who can get you started.

Young Person's Coach

You'll get your own dedicated coach. It will be their job to support you every step of the way. They'll take the time to listen and understand your goals for the future and help you plan your own personalised journey. They will put together the right support package, make sure you're on track and help you achieve your goals.

Tutors

Our tutors will give you face-to-face support and you'll have regular reviews to help keep you on track to gain the skills you need.

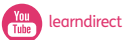
Employer Engagement Team

Our employer engagement team will support you through your journey into employment and onto further training. This includes identifying local jobs and placing you into opportunities with some of the UK's largest employers which are exclusive to **learndirect**.

WHAT NEXT?

Give us a call or pop into our centre and we'll arrange for you to meet one of our advisors.

Centre details:



Funded by



learndirect.com/yourtime

