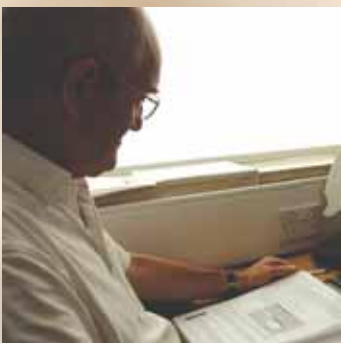


Chiltern Business Training

Chiltern Business Training covers:

- Apprenticeships
- Customised training for businesses
- Health and safety training
- Entry to employment
- Work placements



Apprenticeships Schemes (16-25 years old)

Do you want to earn while you learn by gaining qualifications whilst in the work place?

- Combines on and off the job training with an employer placement and conventional learning
- Enables earning with learning
- A package of learning suited to your individual and employer needs
- Leads to nationally recognised qualifications

- Based on assessment of competence to do a particular job
- You do not have to pay for the course as it is funded by Chiltern Business Training in conjunction with the Learning and Skills Council.

A package of outcomes and standards are made up of:

- NVQ training
- Key Skills
- Technical Certificates
- Employment Rights and Responsibilities.



Entry to Employment



This programme aims to help those young people who are not yet ready or able to directly enter Apprenticeship programmes, further education or employment. You are helped to prepare for progression to employment, employment with training, Apprenticeships and further education.

Course Duration

Up to 22 weeks

Course Content

An Entry to Employment programme is flexible and individually tailored and consists of:

Vocational learning in College or work experience in a variety of areas including

- Business Administration
- Customer Service
- IT

- Hair and Beauty
- Motor Vehicle
- Care
- Construction

IT - subjects can include:

- Word Processing
- Spreadsheets
- Powerpoint
- Databases

Life skills can include:

- Job Search Techniques
- Progression Routes
- Driving Theory
- Basic Food Hygiene
- Appointed Person First Aid.

Note: Placements are available through Chiltern Business Training.

Key Skills

All students aged 16-18 are required to complete the three Key Skills Units in Communication, Application of Number and Information Technology.

Qualifications/experience needed to join the course

Applicants must be aged 16 -18. Entry criteria will apply.

All applicants will be invited to an initial assessment.

After the course is finished

Students can progress on to apprenticeships or full-time employment.

Apprenticeship in Administration



Course Duration

Up to 2 years on day release

Course Content

The apprenticeship framework consists of:

NVQ Level 2

- EDI NVQ Administration

Technical Certificate

- EDI Certificate in Administration.

You will also learn about Employment Rights and Responsibilities.

You will receive on and off the job training whilst in employment.

Note: Placements are available through Chiltern Business Training.

Key Skills

All students aged 16-18 are required to complete the three Key Skills Units in Communication, Application of Number and Information Technology.

Qualifications/experience needed to join the course

Applicants must be aged 16 - 23 and have completed secondary education.

All applicants will be invited to an initial assessment.

After the course is finished

Students can progress on to advanced apprenticeships or full-time employment.



Chiltern Business Training

Apprenticeship in Customer Service



Course Duration

Up to 3 years on day release

Course Content

The apprenticeship framework consists of:

NVQ Level 2

- EDI NVQ Business Administration or
- City and Guilds IT User

NVQ Level 3

- Edexcel NVQ Customer Service Level 3

Technical Certificate

- Edexcel Award in Customer Service

You will also learn about Employment Rights and Responsibilities.

You will receive on and off the job training whilst in employment.

Note: Placements are available through Chiltern Business Training.

Key Skills

All students aged 16-18 are required to complete the three Key Skills Units in Communication, Application of Number and Information Technology.

Qualifications/experience needed to join the course

Applicants must be aged 16 - 23 and have completed secondary education.

All applicants will be invited to an initial assessment.

After the course is finished

Students can progress on to advanced apprenticeships or full-time employment.



Apprenticeship in Engineering



Course Duration

Up to 4 years on day release

Course Content

The apprenticeship framework consists of:

NVQ Level 2

- EMTA NVQ Performing Operations Level 2 - Electrical or Mechanical

NVQ Level 3

through one of the following routes:

- Mechanical Production
- Technical Services
- Maintenance

Technical Certificate which can include one of the following:

- City and Guilds Applying 6983
- Engineering Principals Level 2
- Welding
- City and Guilds 2800 Certificate in Engineering (Maintenance and Production)

- City and Guilds Computer Aided Design
- City and Guilds 2303 CNC Part Programming
- BTEC National Certificate with either electrical or mechanical bias - can lead onto HNC.

You will also learn about Employment Rights and Responsibilities.

You will receive on and off the job training whilst in employment.

Note: Placements are available through Chiltern Business Training.

Key Skills

All students aged 16-18 are required to complete the three Key Skills Units in Communication, Application of Number and Information Technology.

You will also learn about working with others and improving your own learning.

Qualifications/experience needed to join the course

Applicants must be aged 16 - 23 and have completed secondary education to have at least 4 GCSEs at Grade C and above. You must have an aptitude and enthusiasm for engineering.

All applicants will be invited to an initial assessment.

After the course is finished

Students can progress on to advanced apprenticeships, full-time employment leading on to Foundation Degrees and being accredited within Higher Education in consultation with your employer.

Apprenticeship in Information Technology



Course Duration

Up to 2 years on day release

Course Content

The apprenticeship framework consists of:

NVQ Level 2

- City and Guilds NVQ IT User Level 2

Technical Certificate which can include one of the following:

- OCR CLAIT Plus
- OCR CLAIT Advanced Level 3.

You will also learn about Employment Rights and Responsibilities.

You will receive on and off the job training whilst in employment.

Note: Placements are available through Chiltern Business Training.

Key Skills

All students aged 16-18 are required to complete the three Key Skills Units in Communication, Application of Number and Information Technology.

Qualifications/experience needed to join the course

Applicants must be aged 16 - 23 and have completed secondary education. You must have an aptitude and enthusiasm for Information Technology.

All applicants will be invited to an initial assessment.

After the course is finished

Students can progress on to advanced apprenticeships or full-time employment.