



Study Programme's provided by Hoople Training and Education

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How a Study Programme works

How does it work?

The Study Programme will be based for three days each week (term time only) at the Hoople Training Centre in Hereford. There is also one day each week which will be spent on a work placement relevant to students chosen study path.

We will help them to find a work placement that suits their needs and preferences and will help to give them a sense of what a career in their chosen path would be like.

How much does the Study Programme cost?

There is no charge as students place's will be funded by Government.

Will Students get paid?

No, but financial support may be available for eligible students in the form of a bursary to help remove any barriers to learning e.g. transportation, meals or equipment costs. This is based on learners individual circumstances.

What does a Study Programme include?

Health and Social Care

Suitable for anyone thinking about a career in social care, the qualification students will gain can be used as an introduction to working with adults or children and young people. Students will be given an introduction to the role of a social care worker and learn about equality and diversity, health and safety, safeguarding and duty of care.



Childcare

We offer an introduction within children and young people settings. This qualification is incorporated within the Health and Social Care Programme (above) and gives students the opportunity to develop professional skills such as the ability to keep children safe and preparing and maintaining environments to support children's varying needs.



Business Administration

All businesses have an administration function. This Study Programme is suitable for anyone thinking about a career in office administration in any sector. Students learn all the essentials of keeping an office running. For example, handling the phones and mail, creating business documents and welcoming visitors.



Customer Service

If students think they'd be most happy serving customers, then this Study Programme will be of interest to them. They will learn relationship building and customer care skills relevant to any industry.



ASDAN (Award Scheme Development and Accreditation Network)

Personal and Social Development embraces personal, social, health, citizenship and ICT, and enables candidates to develop skills that prepare them for independence and working life. It offers imaginative ways of supporting young people in becoming confident individuals who are physically, emotionally and socially healthy, being responsible citizens who make a positive contribution to society and embrace change, managing risk together with their own wellbeing, as well as introducing them to new activities and personal challenges.

ASDAN

stands for

**Award Scheme Development
And Accreditation Network**



Abbreviations.com

Additional elements common to all study programmes

Employability skills

Students will gain valuable qualifications and experience to support them in finding a job or to progress onto a college course or apprenticeship. These will typically include how to complete job applications, interview skills and effective communication.



Enrichment activities

All of Hoople Study Programmes will include time to learn essential skills that are transferable to everyday life, e.g. budgeting, cookery, planning an event.



Functional skills

We will help students to develop their mathematics and English skills, focusing particularly on problem solving and being able to apply the skills effectively in real situations.



Skills for working life

We will support students to develop personal and work-related skills that will help them to progress and/or are of particular interest to them e.g. personal finance, food hygiene, manual handling and many other options.



Work Placement

As part of the study programme a work placement will be required for one day.

Work placements take place in a variety of settings and students are placed in areas of interest to their vocational qualification. Some work placements have taken place at;

- Vet4Pets
- St Michael's Hospice
- Children's Nurseries
- Garages
- Halo Leisure
- Schools as support staff
- Premier Inn
- Cafés
- Garden Nurseries



Work Place Support

- Attending workplace inductions and first day or first few days at work
- Mentoring and confidence-building
- Learning the job role in readiness for training learners
- Supporting the learner to master tasks
- Breaking down tasks, sometimes applying systematic instruction techniques
- Modelling workplace behaviours
- Target-setting and monitoring and reviewing progress
- Encouraging learner self-assessment/reflection
- Regular workplace visits
- Re-phrasing or repeating employer instructions



Outcomes

Whilst the ideal outcome from a study programme will be the offer of a paid job from an employer, possibly the employer who hosted the student's work placement, this may not always be the case.

If the student is unable to secure work or an apprenticeship with the employer they have been with for their work placement, support is given to support learners to secure employment or an apprenticeship at the end of their programme.





Thank you for your time