

YOUR JOURNEY WITH ACHIEVE TRAINING



In the first instance, following your application, you'll be invited for an interview.

If successful, we'll offer you a start date, and you'll move on to the next step with us.

Getting started

From day one you'll meet your personal development coach and course tutor alongside carrying out some initial assessments in Maths and English. We'll then get you straight into your course. If it's construction, then you'll be in our workshops learning about health and safety, tools and equipment and trying out a few different trades. If it's business skills you'll be straight into learning about employer rights and equality and diversity, whilst getting hands on with software and systems.

Meeting expectations

In addition to the work related skills you'll learn during your work experience, you'll also develop transferable employability skills such as;

- Courtesy
- Respect
- Appropriate/ good behaviour
- Good timekeeping
- Good attendance

Good performance in these areas will help to prove that you're ready to progress onto an apprenticeship.

Getting you ready

Once you've completed your work experience, achieved your education goals and are work-ready, we'll begin to match you with a local employer and apprenticeship opportunities.

Just like a real job, you'll meet an employer, showcase your CV, have an interview and begin working to see how well matched you and your future employer are. How exciting!

Take off!

After successfully completing your matching-period you'll be ready to take off into an apprenticeship full time, become an employee, get holiday pay, and more.

As with every step, we'll be with you all the way, with your Achieve Training tutor offering all the professional and emotional support you need, visiting you in the workplace of virtually each month.



STEP 1
INTERVIEW

Suppose we don't offer you a start

Don't worry. We'll give you the best information, advice and guidance, recommending alternative courses or programmes elsewhere to better prepare you, should you choose to reapply for our apprenticeship journey in the future.

You can also attend one of our taster days to gain more experience - ask us for more details.

STEP 2
FIRST 4 WEEKS

Plus!

You'll be given:

- Your own ID card and lanyard
- Support with travel
- Free water bottle
- Access to free breakfasts when in centre
- Access to a wellbeing counsellor and the NHS Mental Health Support Team
- Access to Togetherall (24/7 online mental health support)

STEP 3
**GAINING WORK
EXPERIENCE**

Plus!

You'll be provided with extra support, including:

- Personal & Social Development (PSD)
- Workwear after week 6
- £50 recommend a friend scheme
- Employer engagement opportunities
- Enrichment activities

Plus, grants available for toolkits when you start an apprenticeship, CSCS test and card (if apprenticeship requires) and support with office/interview clothing.

STEP 4
**INITIALISING
APPRENTICESHIP**

Getting to know your employer

For construction roles the matching-period is typically 4-8 weeks, whilst in business roles this is usually 8 weeks - this allows you to get to know colleagues, your place of work, culture, working hours and more.

It's a big step - and we want to make sure you are comfortable in your job role.

STEP 5
**BECOME AN
APPRENTICE**

