

achieve
training

YOUR
**LEARNING
LAUNCHPAD**
STARTS HERE

Welcome to the start of your
apprenticeship journey.

Here's a **step-by-step** guide to
your learning and progression
onto an apprenticeship,
through **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.

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 1
INTERVIEW

For construction

Following a half-day induction, which will tell
you everything you're going to be doing with
us over the following months, including Initial
Assessments in maths, English and completion
of paperwork, you'll get stuck into some
taster sessions.

Your tasters will allow you to experience
different aspects of the type of apprenticeship
you're pursuing. The tasters in construction will
take place in our training centres.

From day one, you'll have a personal
development coach to help you
progress and offer all the professional
and emotional support you need.

Plus!

You'll be given:

- Your own ID card and lanyard
- Support with travel
- Learner incentive payments
- Free water bottle
- Access to free breakfasts when
in centre
- Totum / NUS card for great
discounts
- Access to a wellbeing counsellor

STEP 2
INDUCTION

For business and customer service

Introduction week

You'll take part in an induction week
where you'll carry out an initial
assessment and Additional Learning
Needs screening for maths and
English, alongside sessions introducing
apprenticeships, Employer rights and
responsibilities, and equality
and diversity.

For construction

You'll have up to three days in our training
centre per week including workshops,
maths and English and personal and social
development and employability.

You'll work towards a Level 1 qualification in
Employability, whilst also gaining essential
work experience - through our Homeworks
service - carrying out trades including
painting and decorating, carpet fitting, garden
maintenance, fencing and more.

Plus, you'll receive additional learning sessions,
including

- Awareness and knowledge about PREVENT,
British Values and Wellbeing.

STEP 3
**WORK
EXPERIENCE**

For business and customer service

12 weeks within our training environment with
additional learning sessions:

- Gain a Level 1 customer service qualification

Plus!

- Personal & Social Development (PSD):
- Grant available for support with
office/interview clothing
- Learner incentive payments
- £100 recommend a friend scheme
- **CareerBoosters+** including employer
engagement opportunities

Plus!

- Access to a wellbeing counsellor
- Access to Togetherall

Plus!

You'll be provided with extra support, including:

- Workwear after week 6
- Learner incentive payments
- £100 recommend a friend scheme
- **CareerBoosters+**

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



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
- Behaviour
- Good timekeeping
- Good attendance

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

STEP 4
WORK TRIAL

For construction

Your work trial will usually
be for **4 – 6 weeks**.

For business and customer service

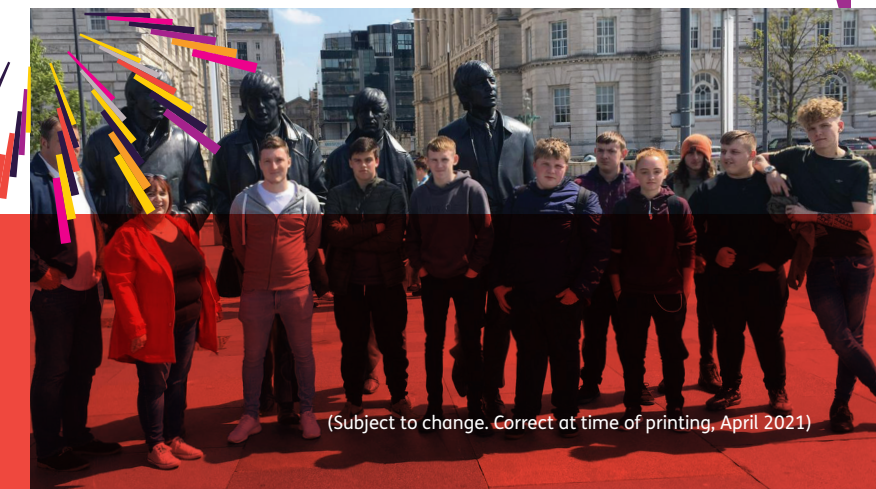
Your work trial will usually
be for **6 - 12 weeks**.

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

Once you've successfully
completed your work trial,
you'll be ready to take off into
an apprenticeship.

As with every step, we'll be
with you all the way, offering
all the professional and
emotional support you need
to succeed.

STEP 5
APPRENTICESHIP



(Subject to change. Correct at time of printing, April 2021)