

your application, you'll be invited into the PM Training centre for an interview.

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

Start Here

KICK START YOUR CAREER

WITH AN **APPRENTICESHIP**

Welcome to the start of your apprenticeship journey.

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

In the first instance, following

If successful, you'll be offered

Step 1 INTERVIEW

If we don't offer you a start, we'll give you the very best advice and guidance, which may include recommending alternative courses or programmes elsewhere, to better-prepare you, should you choose to reapply for our apprenticeship journey, in the future. You can attend one of our taster-days to gain more experience, ask us for more details.



For construction

4 weeks including 'tasters'

Following an induction week, which will tell you everything you're going to be doing with us over the following months, you'll be given three weeks of 'tasters'.

Your tasters will give you the opportunity to experience different aspects of the type of apprenticeship you're pursuing.

The construction 'tasters' will take place in the **PM Training** workshops.



Step 2 **INDUCTION**

For office-based

You'll take part in team building activities and enrichment alongside an introduction to the programme.

You'll also take an initial assessment and Additional Learning Needs screening for maths and English, alongside sessions introducing apprenticeships, Employer rights and responsibilities, and equality and diversity.

From induction, all the way through your time with us, you'll be allocated your personal case worker, to provide you with professional and emotional support to help your progression.

Plus!

You'll be given:

- Your own ID card and lanyard
- ► A weekly bus pass
- ► A training allowance (up to £30 per week)
- ► Free water bottle
- Access to Free breakfasts
- ► Totum / NUS card for great discounts
- Access to a mental health counsellor

For construction

with the PM Training Homeworks team, as a team member on one of our vans. You'll gain workplace skills where you'll learn a variety of trades from gardening, painting and decorating, fencing, carpet fitting and house clearances. Plus you'll receive additional learning sessions:

- ► Maths & English tuition (if required)
- Personal & Social Development (PSD):
- CV and Interview techniques
- Health and Wellbeing advice

Step 3

For office-based

with additional learning sessions:

► Weekly training allowance

and Museum visits

Plus!

12 weeks within our training environment

► Gain a Level 1 Administration qualification

► Personal & Social Development (PSD):

Support with office/interview clothing

Support with free Driving lessons

▶ £100 recommend a friend scheme

► CareerBoosters+ including educational

trips to places like London, employer tours,

• Awareness and knowledge about Prevent and British Values

WORK EXPERIENCE

- ► Access to a mental health counsellor
- ► Access to Big White Wall

Meeting

▶ Courtesv

▶ Behaviour

Good timekeeping

Good attendance

apprenticeship.

Respect

expectations

In addition to the work related skills you'll

learn during your work experience you'll also

Good performance in these areas will help to

prove that you're ready to progress onto an

develop transferable employability skills such as;

You'll be provided with extra support, including:

- Workwear after week 6
- ► Tool kit when you start an apprenticeship
- Support with office/interview clothing
- CSCS Test & Card (if apprenticeship requires)
- ► Weekly training allowance
- ► Support with free Driving lessons
- ▶ £100 recommend a friend scheme
- ► CareerBoosters+ including educational trips



For construction

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

Step 4

WORK TRIAL

For office-based

Once you've successfully completed your work experience and are work ready, we'll organise a work trial for you with one of the many partner organisations we work with. We'll ensure the right fit with an employer to make your move onto an apprenticeship is seamless.

Once your work trial has been successfully completed, you'll be ready to take the final step of your journey, to take up an apprenticeship.

As with every step, we'll be with you all the way and we'll use our network of partner companies and organisations to ensure we find the right apprenticeship for you.

Step 5 **APPRENTICESHIP**



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