



A quick guide to Hoople's **Study Programme**

Contents

How a Study Programme works	3
What is a Study Programme?	4
Additional elements common to all study programmes	11
Work Placement	12
What is a Supported Internship?	13
Work Place Support	14
Benefits of a Supported Internship	15
Outcomes	16

How a Study Programme works

How does it work?

The Study Programme is based for four days each week at the Hoople Training Centre in Hereford and one day a week will be spent on work placement relevant to your chosen study path. This can change dependant on the subject choices of students, and the timetable includes work placement, classroom learning, enrichment and independent study. The Study Programme runs during term time only.

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

How much do Study Programmes cost?

There is no charge as your place will be funded by Government.

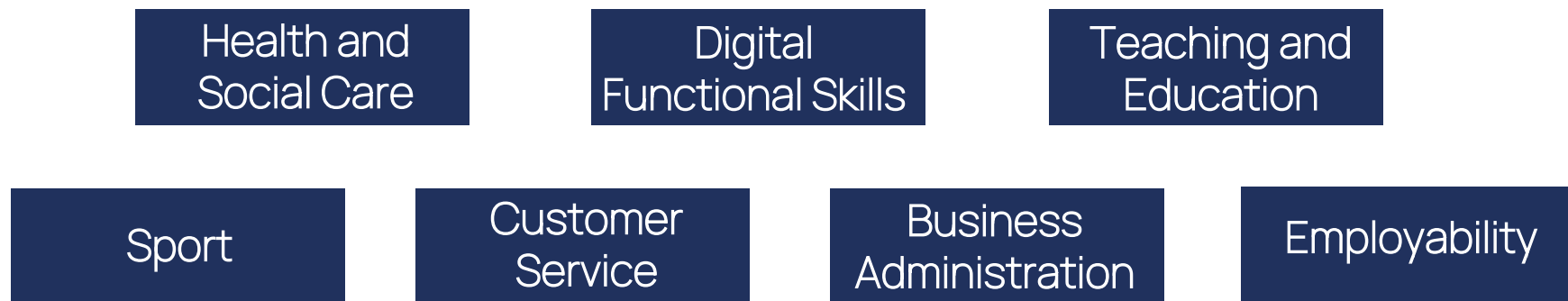
Will I get paid?

No, but financial support may be available for eligible students in the form of a bursary to help remove any barriers to learning eg transportation, meals or equipment costs.

What is a Study Programme?

A Study Programme aims to offer students breadth and depth, without limiting their options for future study or work. The programme provides structured and challenging learning to support the development and progression of the students, and offers tailored options depending on the student's career plan. The pathway chosen by the student will not limit any other career path they may wish to explore in the future.

Career Pathways



Career Pathways

Health and Social Care

This qualification would be suitable for anyone thinking about a career in social care. You will develop the knowledge and awareness of the types of provision in the Health, Social Care and Children's and Young People's sectors. It includes the roles played by workers, from principles and values through to health and safety and working with others. There is the option to take units in more specialised areas such as learning disability, sensory loss or mental health.

Career Pathways

Digital Functional Skills

The purpose of this qualification is to allow learners to demonstrate an understanding of, and competency in, the digital functional skills they need in real life. It will enable learners to engage with digital services and products in everyday life.

It replaces the old ICT Functional Skills and enables learners to learn about digital skills within the advancement made within this area.

Career Pathways

STILs

For students that have a passion for working in Education or have aspirations to teach in the future. We deliver Level One and Two Supporting Teaching and Learning. This course has been written to give students the skills and knowledge they need if they want to work with children and young people in schools and colleges. We try to match their work placement to meet the needs of their chosen Vocational Qualification and have built links with local schools in Hereford and surrounding areas. Students are supported by our tutors, work coaches and teaching assistants. The course is studied over three hours weekly, and assessment is through a range of assignments including presentations, workbooks, role-play and observations.

Career Pathways

Customer Service

Looking to start your journey in the working environment but not sure where to begin, whether it's in retail, telephone services, hotel or just working with people in different environments; Customer service might be the course for you. Learn how to provide good quality customer service and build better customer relationships, in a small and supportive environment.

Hoople customer service Level One qualification provides the perfect opportunity to build your knowledge, skills and confidence needed to pursue a rewarding career within any position that involves working with people.

Career Pathways

Business Administration

Are you organised, have good attention to detail with a good telephone manner, or would you like to have all those things? Would you like to learn about one of the most important roles within Business?

Our Business Administration Level One Qualification might be the start of limitless career prospects. Organisations of all sizes rely on consistent support and organisation from qualified Business Administrators. Whatever industry or sector you prefer, a grasp of the most important business fundamentals could set your future in motion.

Career Pathways

Employability

Not sure what career you want to pursue, or not sure where to start? The Employability Level One course is designed for those who are not sure what they want or how to go about it. This qualification will support you to understand the working world and for you to individually gain success with looking, applying and gaining employment. Part of this qualification is to support you in the development of skills and techniques required for successful independent living.

The course is aimed at those who want to live a more independent life and start to progress along the career ladder.

Additional elements common to all study programmes

Employability skills

You will gain valuable qualifications and experience to support you 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 Hoople Study Programmes will include time to learn essential skills that are transferable to everyday life, eg budgeting, cookery, planning an event.

Skills for working life

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

Functional skills

We will help you to develop your maths and English skills, focusing particularly on problem solving and being able to apply the skills effectively in real situations.

Work Placement

As part of the study programme a work placement will be required for two days. 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

What is a Supported Internship?

The aim of a Supported Internship is to prepare young people for paid employment by:

- Supporting them to develop the skills valued by employers
- Enabling them to demonstrate their value in the workplace
- Developing confidence in their own abilities to perform successfully at work
- Building up experience for a CV
- Demonstrating that the young person has the skills and willingness to work
- Improving skills in English and maths that enable the young person to be better prepared for work, including handling money.
- Interacting with the public
- Practising interview skills

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
- Checking learners' understanding
- Negotiating an increase in responsibilities or new activities
- Supporting learners to try out new ways to do things if they are not successful at first
- Trouble-shooting or advocating for learners when things go wrong
- Identifying skill development needs and either addressing them or referring to other staff
- Determining if a learner needs to move placement and arranging for that to happen.

Benefits of a Supported Internship

- Opportunity for young people to gain sustainable employment and live independent lives.
- Fulfil a real business need and provide value and benefit to the employer as well as the young person.
- Supported Internships will provide all the support that the young person needs.
- Evidence from similar projects and initiatives shows that young people with complex needs often make valuable, hard-working and loyal additions to an employer's workforce.
- To be exposed to a real work setting and raise aspirations and ambitions.
- To develop softer skills such as confidence, punctuality, time-keeping.
- To secure a relevant qualification where appropriate and can be a feeder course to an apprenticeship if appropriate.

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 intern's work placement, this may not always be the case.

If the learner is unable to secure work or an apprenticeship with the employer they have been with for their internship, support is given to support learners to secure employment or an apprenticeship at the end of their Supported Internship.