



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

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# How a Study Programme works

## How does it work?

The Study Programme will be 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. 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.

To jump to more information about a specific pathway, please click on the icons below. Alternatively, scroll through the following pages to view them all.

**Business  
Administration**

**Customer  
Service**

**IT Users**

**Health and  
Social Care**

**Childcare**

**ASDAN**

# What is a Study Programme?

## Health and Social Care

This pathway would be suitable for anyone thinking about a career in social care. The qualification you will gain can be used as an introduction to working with adults or children and young people. You 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.

# What is a Study Programme?

## 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 you 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.

# What is a Study Programme?

## **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. You'll learn all the essentials of keeping an office running. For example, handling the phones and mail, creating business documents and welcoming visitors.

# What is a Study Programme?

## Customer Service

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



# What is a Study Programme?

## IT Users

If you are interested in a future career in IT, the IT Users Study Programme will equip you with some useful skills for future career progression. Content is flexible to suit your interests and your work placement.

# What is a Study Programme?

## **ASDAN**

The ASDAN Level 2 Certificate in Personal and Social Development embraces personal, social, health, citizenship and ICT, and enables students 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.

# 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.