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# Apprenticeship

## Gateway Programme

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## Introduction

Gateway is a short programme aimed at 16-18 year olds who want an introduction to the modern workplace, its expectations and career, further education and training options. Gateway is delivered in an environment that gives you the opportunity to improve your confidence and ability to work with others.



## Course Content

The Gateway programme will run for 6 weeks and you are required to attend **5 days a week** from **10.30am until 3.30pm**. Training sessions will develop individual personal and social skills, basic key skills and employability.

### Also included will be:

- Effective C.V. development
- Business & customer service skills
- Interview techniques, mock interview practice
- Team building and working on own initiative
- Importance of meeting deadlines, timekeeping & planning
- Telephone techniques
- Health & Safety in the workplace

The activities are designed to improve your employability skills and help determine your goals in life. In addition, attendance payments will be made, travel costs\* will be reimbursed and on successful completion of the programme a bonus payment will be awarded.

\*cheapest mode of transport available only.

## Qualification

One of the benefits of attending the Gateway programme is the opportunity to gain an Entry Level 3 Certificate in Employability or a Level 1 Certificate in Employability qualification (OCR certified) to add to your C.V.

If you achieve on the Gateway Programme you can progress onto our apprenticeship scheme.



## Assessment

Continuous assessment throughout the course.



## Entry Requirements

You must be aged between 16 and 18 at the start of the course, possess a National Insurance number and be a UK resident.

**If you would like further information contact:  
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