

WHAT DO OTHERS SAY?

★ Administration, Antonia Furze says ...

Throughout my life I have had to overcome various obstacles to get me where I am today. During secondary school I wasn't focused on learning and wasted a lot of opportunities, when I left school I began a art & design course at Southdown's although I finished the course I found that it wasn't for me. I spent the next year working in various job roles, after a few months I realised that I did not want to work in a dead end job, so I visited PETA to talk to someone about an apprenticeship, after this I was interviewed for a pre apprenticeship in business administration, this sounded like the right thing for me to start gaining some knowledge and qualifications. Now I have completed my course and I have gained much knowledge and I start my apprenticeship next month.

★ Engineering, William Ashworth says ...

I finished college last year and didn't want to go back so PETA looked the best option and I knew someone who was on the level 2 course who said it was good. I like the way the instructors teach you, they teach properly and helped me to understand the full job/task. I'm going to be progressing onto a Level 2 Apprenticeship and hope to complete a Level 3 too. I would choose a pre-apprenticeship because it helps you understand the basics of engineering.

★ ICT, Andrew Richard says ...

I found this programme very useful in getting me ready for interviews and working life as an IT Apprentice. This got me into the right mindset for the workplace.

★ Engineering, Adam Nicholls says ...

I applied for a pre-apprenticeship because it gave me a head start before starting the apprenticeship. It's a very hands-on course and it's a good way of learning because you are using the skills you've learnt. I think others could benefit from the programme as you can start from a very young age (ie 16) - it brightens your future and prospects for life. I'm looking to progress to Level 2 employed apprenticeship, then level 3 and then do an HNC. *Adam has since gained employment in a global organisation as a mechanical apprentice - well done Adam.*

How to apply...

On-line: www.peta.co.uk/apply

Vacancy search:
www.apprenticeships.org.uk

Or contact us:

Stephanie on 023 9253 8724

Where to find us...

★ Cosham

PETA Training Centre
1 Access Point, Northarbour Road,
Portsmouth, Hampshire PO6 3TE

★ Havant

PETA Training Centre
5 Kenwood Business Park, New Lane,
Havant, Hampshire PO9 2NT

★ Portsmouth

PETA Training Centre
5a Arundel Street, Portsmouth
Hampshire PO1 1NB

★ Winchester

PETA Training Centre
Victoria Gate, Victoria Road,
Winchester, Hampshire SO23 7DU

PRE APPRENTICESHIPS

Are you 16 to 18?

Do you need some help in getting into an Apprenticeship?

- ★ Gain qualifications
- ★ Develop knowledge and skills in your chosen area
- ★ Meet potential employers

Are you interested in the following areas..?

- ★ BUSINESS ADMINISTRATION
- ★ CUSTOMER SERVICE
- ★ ENGINEERING
- ★ INFORMATION and COMMUNICATION TECHNOLOGY (ICT)

PRE APPRENTICESHIPS



Information, Advice and Guidance

Committed to providing the help and support you need in a clear and positive way.

As an equal opportunity training provider we welcome applications from all sections of the community.



This programme is funded by the Young People's Learning Agency and therefore eligibility criteria does apply.



PRE APPRENTICESHIPS

Tell me more about
the programmes ...

What's it all about?

Pre-Apprenticeships is about getting you ready to progress onto an Apprenticeship with an employer in one of the following areas:

- ★ Business Administration
- ★ Customer Service
- ★ Engineering
- ★ Information and Communication Technology (ICT)
- ★ Retail

The programme will provide you with the necessary knowledge, skills and experience that you will need to be able to transfer to an Apprenticeship. You will also be prepared for the world of work, gain qualifications and with our support find a suitable employer so that you can become an employed Apprentice.

So, if you ...

- ✓ have a desire to work within one of the above areas
- ✓ would like to develop your skills further so that you can progress to an Apprenticeship

... then this programme will tick all the boxes and give you a head start.

... To join all you need to do is show a keen interest in the area of your choice, be committed to achieve, attend regularly and take part in an initial assessment to confirm your suitability to the programme.

PRE APPRENTICESHIPS

Helping you get into
an Apprenticeship!

★ Business Administration and

★ Customer Service

Believe it or not administration and customer service is wide and varied. There are many jobs within all organisations which involve these skills and can be from being a receptionist to working in sales to co-ordinating events or supporting production and not forgetting the differing levels such as assistant, supervisor, manager to name but a few, so having an understanding of what it is that interests you and where you aim to be will help you decide which area is right for you. Whatever your decision you will receive all the support you need in developing your skills to be able to work in an office environment, build your personal confidence and learn the practical skills to effectively attend interviews to secure that all important job.

★ Engineering

How do you know what you are interested in and what you can do if you don't try it first? Well, this programme is designed to do just that. Engineering offers many different skill areas such as Welding, Fabrication, Machining/CNC, CAD/CAM (computer aided design/computer aided manufacturing), Electrical and Mechanical Maintenance and Electronics within a wide variety of industries such as Electrical and Mechanical Assembly, Marine, Aerospace and Manufacturing to name a few, and what's even better news for you is that demand for these skills is high. You will develop the basic skills, knowledge and understanding of common engineering practices and safe working methods as well as experience of some of the above skill areas.

... There's 5 available

★ Information and Communication Technology (ICT)

Where would you be without computers, the internet or email? Exactly - every single business has ICT (Information and Communication Technology) running throughout its operations which is why this is one of the most rapidly growing areas of employment. The tricky part is understanding what it is you want to do as the career choices are wide and varied. One of the areas that attracts a lot of attention is IT support and within this there are many options such as dealing with Servers, Networks, Installations, User Support to name a few. Our programme is designed to help you find your interest, provide you with a good understanding of what's required in your chosen area and develop your technical skills and knowledge to match what employers are looking for.

★ Retail

The business of Retail is part of everyday life - how often have you gone into a shop and suffered a bad retail experience, been on the wrong end of a stropmy cashier or an unhelpful assistant that didn't know their stuff - clearly all staff working in a retail environment; no matter what position they hold, should understand what makes for good customer service, have relevant retail knowledge and experience to make the customers' visit a positive experience. The PETA Retail Programme will provide you with the essential knowledge, skills and qualifications to make your career in Retail a successful one.

Visit www.peta.co.uk for start dates

This programme will result in qualifications being gained. All qualifications are nationally accredited and recognised by Ofqual.

Progression to an Apprenticeship is not guaranteed, we will work with you to secure an employer so that you are able to continue your training as an employed Apprentice.