

M.I.T. >>>>

Skills Centre



European Union

European
Social Fund

Your Traineeship Handbook 2022/23



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Welcome to your Traineeship

We are pleased that you have chosen to learn by completing a Traineeship and look forward to playing an active role in your career and personal development. We also hope that your time with us will be enjoyable and productive.

This course provides an overview of the knowledge and experience needed to move onto your chosen career path, as well as helping you to improve your current maths and English skills.

The handbook is intended to summarise some of the essential details relating to the course. If you are unsure about any aspect, please ask your tutor.



Traineeship Handbook

This document contains information specific to **your** course as well as information relating to the MITSkills policies and procedures. We have provided links to policies and procedures on our website. These are part of the terms of conditions your course and you are expected to read them and agree to them.

Your Traineeship

You will have a tutor to support you throughout your course and they will help you to study:

- Maths and English – based on an initial assessment of your current skills
- Personal learning and development modules with Learning Curve – designed to improve your self-confidence and your awareness of social issues in the wider community.
- Essential Digital Skills – Our programme will help you to develop essential digital skills that are needed in the workplace. These include, Using devices and handling information (includes how to store information)
- Creating and editing.
- Communicating online (such as via Social Media)
- Transacting (buying) online activities.
- Being responsible, safe and legal online

Course structure

The programme requires hard work and your commitment.

Your course will comprise of maths and English, and digital skills content where required in your learning plan theory sessions, tutorials, practical tasks, self-study, work preparation skills and a high quality work experience placement to support you in your journey into work.

As part of your agreed learning plan you will attend a work experience placement. The aims and personal benefits of the placement will be agreed with your tutor before your programme starts and reflect the identified skills you need to develop in readiness for employment or an apprenticeship. All your options will be explored with you before and during your time with us.

Your timetable

Your timetable is unique to your personal learning needs. You will be issued with a copy when you enrol. If you lose your printed timetable, please speak to your course tutor.

Attendance

All timetabled events in your Traineeship are compulsory. You must maintain at least 90% attendance for the length of the course and across all the components. Poor attendance, without mitigating circumstances, will result in disciplinary actions and could lead to withdrawal from the course.

If you are going to be late or absent you must call your tutor to let them know.

Equipment

You are required to provide your own stationary, which can be purchased at stationary shops and most large supermarkets.

You will need pens and pencils (more than one in case one runs out) and any safety equipment needed for the role that you are hoping to obtain. You can read our 'Health and Safety' policy on the MITSkills website ([Health and Safety Policy](#)).

Induction

You will begin your course with an induction programme. This will help you to know more about your training programme.

During the induction we will work with you to find out about your maths English and digital skills. Then we will be able to provide information to ensure you get the right support.

During the induction you will also be introduced to the content of your course and further information on the learning systems used will be given to you by your tutor.





British Values

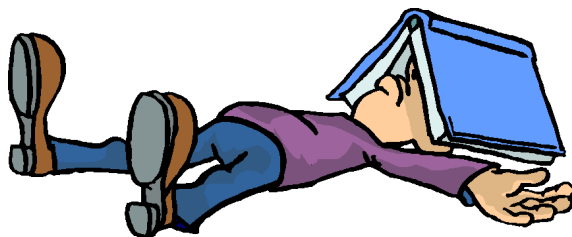
The theme of British Values is a part of all your tutorials, this will help you to evaluate your place in the world and to make good choices. Information and resources to support you will be flagged by your tutor.

Directed study

Directed study involves tasks designed to develop your skills as an independent learner. Directed study may take the form of online tasks to complete before the next lesson, watching video clips, reflecting, creating e-documents, contributing to forums, and completing assignment work.

What we expect from you

- You must adopt a positive attitude towards all the staff.
- You should ask lots of questions.
- If you experience any problems you must ask, a member of staff will try to help you.
- Ensure you are on time and making sure you are in class when you should be.
- Be suitably dressed. The dress code can be found in the [Learner Code of Conduct](#)
- Your language must be appropriate and in a manner that means everyone can understand you.



Respect



All learners and staff deserve to be treated respectfully and this includes you.

MITSkills has a policy on 'Anti Bullying and Anti-Harassment' and a 'Code of Conduct'. You can find a copy of these on the MITSkills website ([Harassment and Bullying Policy](#), [Learner Code of Conduct](#)).

Equality and Diversity

We will always comply with current equality legislation and will not discriminate on the grounds of the 'protected characteristics' of sex, disability, marital status, race (including national or ethnic origins), sexual orientation, gender reassignment, marriage or civil partnership, religion or belief, age, pregnancy/maternity and ex-offenders with a spent crime.

MITSkills has an 'Equality and Diversity' policy and you can read this on our website ([Equality and Diversity Policy](#)).



Assessment:

Methods of assessment

Various assessment methods will be used to develop your skills during your course. These may include working in a real working environment, practical work, role play, written work, exams, and portfolios.

All assignment work is given a strict deadline/hand in date, which **MUST** be met.



Academic extensions

You can request one extension on the course for assessed work.

If you have any questions about handing in work and extensions, please see your course tutor.



Appeals procedure

In the event of an assessment grading disagreement, you can ask a member of staff to reconsider the evidence. We suggest you talk to your course tutor and discuss any issues related to your work. Your tutor will listen to your comments and discuss any problems with you. You can find a copy of the full 'Appeals' procedure and our 'Complaints' procedure on the MITSkills website ([Appeals](#) / [Complaints Policy](#)). Please send Complaints by emails see form of by post below

Sam Hanmer Head of Delivery
MITSkills
12 - 13 Camphill Industrial Estate
West Byfleet
Surrey
KT14 6EW

Feedback

You can expect to have your work returned to you within 2 weeks, with feedback that shows you how to improve. We will correct English and maths errors to help you to get ready for further study or work.

Your training, learning and progress will be reviewed with you on a regular basis and if you are aged under 18, we will also let your parents/guardians know how you are getting on.

Progression

There is support available to help you successfully progress to the next step in your career. You may want to move on to another course, apply start an Apprenticeship, or find a job, or progress to further study.



Whatever your target is, there is help available to get you there.

If you are not sure what you want to do next you can discuss this with your course tutor who will give you further Information, Advice and Guidance (IAG). Alternately there are excellent impartial resources on the National Careers Service website:

<https://nationalcareersservice.direct.gov.uk/>.

Case studies

Mohammad Savage (18) started on the MITSkills traineeship recently and successfully completed his qualifications, he then progressed onto an apprenticeship with a national rail company as an engineer. He said:

“I found the traineeship very helpful in gaining me employment by giving me the knowledge and confidence in the workplace environment”.

Harminder Bhamra (18) started on the MITSkills traineeship recently and successfully completed his qualifications, he then progressed onto an apprenticeship with a local company as a maintenance engineer. He said:

“I found the traineeship interesting and I was never doing the same thing every day so there was a lot of variety which helped me get a job”.

Safeguarding and Prevent

We are committed to providing a secure environment for learners, where they feel safe and are kept safe. All adults at MITSkills recognise that safeguarding is everyone’s responsibility, irrespective of the role they undertake or whether their role has direct contact or responsibility for learners or not. Preventing Extremism and Radicalisation is one element within our overall MITSkills arrangement to safeguard and promote the welfare of all learners in line with our statutory duties. Our policy also draws upon the Government’s ‘Prevent’ agenda and associated briefing sheet, ‘Prevent violent extremism’ and DfE Guidance ‘Keeping Learners Safe in Education, 2021’.

If you feel unsafe or have concerns about someone’s behaviour, you should contact your tutor straight away and they should escalate your concern. If you cannot contact your tutor, please talk to your Prevent and Safeguarding Lead, Stuart Francis or Safeguarding Officer Claire Clark (call: 01932341416, email: safeguarding@mitskills.com).

The MIT ‘Safeguarding and Prevent’ policy can be found on the MITSkills website ([Safeguarding Policy](#) / [Prevent Policy](#)).



Bursary fund applications

The 16-19 Bursary Fund helps young people aged 16 to 19 who wish to continue their education. It is available to all 16-19-year olds studying in school/academy sixth forms, colleges, and training providers in England.

There are two types of bursary available:

- Bursaries for the most vulnerable young people
- Discretionary bursaries based on individual need such as: help with the costs of travel, equipment, or meals

If you would like to apply for a bursary you can download the application form from the MITSkills website ([Bursary Policy](#)).

To be eligible you must be part of one of the target groups listed in the application form.



Your Traineeship Learning Questionnaire



Your name:

Once you have read the handbook
please answer the following
questions.

My course is:

I am interested in a career in:

My course tutor is:

The % of attendance I must maintain is:

If I am going to be late or absent, I need to:

The things I need to bring with me are:

Directed study is:

What is equality and diversity?

What is harassment and bullying?

What is Prevent?

What is Safeguarding?

Who should I contact if I have concerns for myself or another person's wellbeing?



Traineeship handbook receipt

I confirm I have read and understand the contents of this handbook and that I agree to all the terms within.

Signed:

Date:



Complaints Form

Please complete this form concerning the nature of your complaint. Please keep a copy of this form and return the original to MITSkills. Email to Admin@mitskills.com

Name	Employers Name
Name of College	College Course

Details of Complaint: <i>Please indicate written or verbal complaint</i>

Submitted to	Learners Signature
Office Signature	Date

Post to; Sam Hanmer Head of Delivery M.I.T. Skills 12 Camphill Industrial Estate West Byfleet Surrey KT14 6EW

Office Use Only

Source of Complaint:

Training Co-ordinator: Ref.....