

WEST MIDLANDS COMBINED AUTHORITY



Pre-Employment Provision (For the funding year 1 August 2022 to 31 July 2023) Version 1

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1. Introduction and purpose

- 1.1. This document sets out the West Midlands Combined Authority (WMCA) skills programmes Sector Based Work Academy Programme (SWAP), Construction Gateway (CG) and Sector Gateway (SG) Provision for the 2022 to 2023 funding year (1 August 2022 to 31 July 2023).
- 1.2. The rules apply to all providers of education and training who receive AEB funding for Pre-Employment Training provision such as SWAP, CG or SG.
- 1.3. Unemployment in the WM was high compared to the national average before the pandemic but now the numbers have increased significantly. Despite an investment to support unemployed residents' and specifically funded for SWAP, positive destinations into employment were significantly below contracted volumes. Our focus, therefore, is to ensure that the provision we fund enables individuals to move on and secure employment.
- 1.4. We expect to see an increase in investment and enrolments over the next 3 years to 20% of the Adult Education Budget and introduce simplified standard rates for Pre-Employment Training provision, with a minimum of 65% of enrolled learners progressing into jobs.
- 1.5. Impact of Pre-Employment provision will be managed through a place-based approach to jobs. In collaborating with Local Authorities, employers and sector bodies we will be responsive to gaps in provision. Through timely performance management on the outcomes against targets, underperformance will be managed early on. Clear management of funding will ensure value for money, where providers do not deliver against the agreed outcomes, funding will be moved towards providers successfully delivering Pre-Employment provision.

2. Eligibility

- 2.1. Eligibility for Skills bootcamps is in line with the Learner Eligibility [Skills programme funding rules](#). Please ensure you have checked that residents meet these rules.

3. The offer

- 3.1. We want to establish occupational skills development to move individuals into jobs quickly through Pre-Employment. Once in work, we want to see that support continue through an in-work progression offer either through entitlement listed qualifications at level 2/3 or apprenticeships. This is to enable individuals to progress to better-paid work whilst achieving valuable qualifications to underpin progression.
- 3.2. In many cases we expect Pre-Employment training to be a non-regulated offer to provide flexibility to the provider in delivering what is required as opposed to a set of qualifications that provide a rigid framework to delivery.

3.3. The following sets out our definitions for SWAP, CG and SG and the mandatory elements we expect to see in these offers:

4. Sector Based Work Academies (SWAP)

4.1. SWAP is a JCP+ branded programme and can last up to 6 weeks in length. In SWAP we expect that employers are consulted in its design and a guaranteed job interview is available to the resident at the end of the programme. Mandatory elements are as follows:

- 4.1.1. Work collaboratively with JCP+ to support identified residents into work
- 4.1.2. Occupational specific training related to the job opportunity is both regulated and non-regulated. Employability is only supported by a 30 GLH non-regulated offer.
- 4.1.3. Relevant work experience related to the job
- 4.1.4. Job interview at the end of the programme
- 4.1.5. Last no more than 6 weeks

5. SWAP Consortium

- 5.1. In addition to the Traditional SWAP allocation through delivery plans. The WMCA will make available £3m on annual basis over a 3-year period which means that the total investment is up to £9m.
- 5.2. Lot 9 provision was designed to develop a more focused employer-led approach to SWAP.
- 5.3. We expect that the SWAP consortium will have both sufficient sector and geographic coverage to support both residents and employers across local authority districts. As the SWAP Consortium develops, we expect new SWAP programmes developed to meet emerging demand e.g., green jobs.
- 5.4. Part of this plan includes our continued investment in good quality SWAPs, through an employer led approach, and widening access to this provision for employers through a high-quality provider base with the capacity and capability to meet need.
- 5.5. We recognise the value of providers working closely with employers to identify their requirements through the job opportunities available.
- 5.6. The SWAP Consortium along with the SWAP lead will engage employers to support the creation of SWAP opportunities. The SWAP Consortium will have strong employer links across all employer sizes, type and sector underpinned by employer engagement capacity to provide advice and guidance to employers in the development of a SWAP approach.

6. Construction Gateway

- 6.1. The focus of the construction gateway is to develop residents' occupational skills to secure employment in the construction sector. Through working with employers, the provider should determine the inputs required to be delivered to support the successful matching to the vacancy and interview for the resident. Providers should consider prior learning, knowledge and construction card held to determine a point of entry for phase 1 and phase 2 through initial assessment, the WMCA will only pay for 'new learning':
- 6.2. Provision must be in line with CSCS, CPCS or equivalent industry carding scheme requirements to ensure on completion of the programme the resident holds CSCS and an appropriate industry accredited card e.g. CPCS.
- 6.3. A guaranteed job interview on completion of the programme
- 6.4. Content of the delivery should be influenced by employers to enable the progression into employment
- 6.5. For each resident they should be linked to real job vacancies that they have will have the opportunity to match against through an interview.

7. Sector Gateway (SG)

- 7.1. SG is short and sharp training bespoke to roles across a range of industries. These programmes are designed to focus on the key skills required to secure the job role and should be aligned to job vacancies. We have already designed a range of SG programmes, and these can be found later in this document with the associated GLH and funding rate. Mandatory elements:
 - 7.1.1. Collaboration with JCP+ and/or National Careers Service
 - 7.1.2. Occupationally specific non-regulated training
 - 7.1.3. Job interview at the end of the programme
 - 7.1.4. Length of programmes are typically 1-2 weeks

8. SWAP/SG delivery

- 8.1. Providers will have their own agreed delivery for SWAP and/or Sector Gateways as agreed as part of their delivery plans
- 8.2. We expect colleges and ITPs to focus primarily on the essential digital skills for work at level 1, 2 and above. SWAP including digital content should be including essential digital skills for work at Level 2 as a minimum.
- 8.3. Grant providers, who have approved SWAP/SG delivery as part of their delivery plans can access the below programmes as part of their suite of delivery.
- 8.4. Contract for service providers (ITP) will need to follow the business case process if they want any of the below added to their delivery plans.

9. Sector Gateway approved provision

9.1. The suite of Sector Gateway approved qualification can be found in [Annex A](#) and covers the below

- 9.1.1. [SG: Care Worker](#)
- 9.1.2. [SG: Employability](#)
- 9.1.3. [SG: Logistics](#)
- 9.1.4. [SG: Retail and Customer Service](#)
- 9.1.5. [SG – Security](#)
- 9.1.6. [Stewarding - Specification Proposal](#)
- 9.1.7. [SG: Warehousing](#)

10. Approved programmes

10.1. The approved programmes can be found in [Annex B](#) and covers the below

- 10.1.1. [Security Offer](#)
- 10.1.2. [Stewarding offer](#)
- 10.1.3. [Added value Stewarding offer – Once employed](#)
- 10.1.4. [SIA Enhancement for Stewarding](#)
- 10.1.5. [Hospitality Sector Gateway Kitchen Porter](#)
- 10.1.6. [Cleaning Sector Gateway](#)
- 10.1.7. [Housekeeping Sector Gateway](#)
- 10.1.8. [Hospitality SWAP curriculum](#)

10.2. Additional programmes but be sort through the Business case process.

11. Construction Gateway approved provision

11.1. Construction Gateway programmes cover the below, the full specification for each can be found in [Annex C](#)

- 11.1.1. [Phase 1 - Construction Gateway- 4-week programme](#)
- 11.1.2. [Phase 2A \(Small Plant\) Construction Gateway Small Plant - 2 week programme](#)
- 11.1.3. [Phase 2B \(Large\) - Construction Gateway Large Plant - 4-week programme](#)
- 11.1.4. [Phase 2C Rail track induction - 4-week programme](#)
- 11.1.5. [Phase 2D – Sub-sector area](#)
- 11.1.6. [Phase 2E – Site Supervision/Management – 1 week](#)
- 11.1.7. [Phase 3 – Work Trial - 2-week programme](#)
- 11.1.8. [Phase 4: - Upskilling Sustained Employment](#)

11.2. These are the ILR Codes that are to be used for the above courses:

Construction Gateway programmes	ILR Code
Construction Gateway: Phase 1 (4 Week Programme)	Z0009149
Construction Gateway: Phase 2 (Small Plant)	Z0009175
Construction Gateway: Phase 2 (Large Plant)	Z0009176
Construction Gateway: Rail Track Safety	Z0009249
Construction Gateway: Rail Phase 1	Z0009244
Sub-sector area	Z0009277
Construction Gateway: site Supervision/Management	Z0009278
Work Trial	Z0009152
Job Outcome: Day 1	Z0009153
Job Outcome: Week 13 (Age 19 to 23)	Z0009279
Job Outcome: Week 13 (Age 24+)	Z0009280

12. SWAP Lot 9 approved provision

12.1. The suite of SWAP consortium approved qualification can be found below

12.2. These aims can only be delivered under Lot 9

Qualification	Cost	Code
SWAP Fund related activity in Health, Public Services and Care	£1,500	Z0009594
SWAP Fund related activity in Science and Mathematics	£1,500	Z0009595
SWAP Fund related activity in Agriculture, Horticulture and Animal Care	£1,500	Z0009596
SWAP Fund related activity in Engineering and Manufacturing Technologies	£1,500	Z0009597
SWAP Fund related activity in Construction, Planning and the Built Environment	£1,500	Z0009598
SWAP Fund related activity in Information and Communication Technology (ICT)	£1,500	Z0009599
SWAP Fund related activity in Retail and Commercial Enterprise	£1,500	Z0009600
SWAP Fund related activity in Leisure, Travel and Tourism	£1,500	Z0009601
SWAP Fund related activity in Arts, Media and Publishing	£1,500	Z0009602
SWAP Fund related activity in History, Philosophy and Theology	£1,500	Z0009603
SWAP Fund related activity in Social Sciences	£1,500	Z0009604
SWAP Fund related activity in Languages, Literature and Culture	£1,500	Z0009605
SWAP Fund related activity in Education and Training	£1,500	Z0009606
SWAP Fund related activity in Business, Administration, Finance and Law	£1,500	Z0009607
SWAP Fund related activity Employer incentive	£500	Z0009608

13. KPI's

13.1. For all Pre-employment programme, including SWAP,CG and Sector Gateways we will set a benchmark based on sustainable employment at the 13-weeks of 65% Therefore, its vital that employers are engaged in the shape of the offer and the provision of guaranteed interviews leading to employment.

- 13.1.1. Please note, for Lot 7 providers will need to meet their individual agreed KPI's for into work.
- 13.2. In the 2021/22 academic year. The WMCA introduced an 8-week rule to allow providers time to collect the outcome and evidence associated with it. For example, if a student completes on 1st October 2022, we will not include their destination in our data set until 27th November 2022. We will continue to use this rule in 2022/23.
- 13.3. WMCA will, however, include any job and education destinations you record in this time to ensure that providers are not penalised by the 8-week rule.

14. Job outcomes

- 14.1. To report a positive destination into work the following conditions apply:
- 14.1.1. the resident must provide you with evidence through a declaration, that they have a job for 16 hours or more a week for four consecutive weeks.
- 14.1.2. Universal Credit work allowances may still apply for those residents eligible who become employed and will reduce in time based on the earnings taper rate.
- 14.1.3. Where the learner was claiming benefits relating to unemployment, they must also declare that they have stopped claiming these.
- 14.2. Job outcome payments linked to Pre-employment programmes.
- 14.2.1. For funding the learner must have met the conditions of funding listed in the specification for that course, this could include a day 1 payment and 13-week sustainment.
- 14.2.2. Coding for these claims can be found in the [Skills Programme Coding Guidance](#).
- 14.3. Job outcomes can be claimed where the learning has enabled a resident to move into sustainable employment.
- 14.3.1. These can be claimed where a learner hasn't completed all the elements of the programme but where the learning has clearly contributed to a job offer.

Annex A

SG: Care Worker

Purpose

The purpose of this proposal is to develop a specification for those wishing to train/upskill/change careers and wishing to work in Social Care. The specification focuses on a non-accredited approach to training, specific to the industry and focuses on the knowledge and skills required.

Adult Care Workers are the frontline staff who help adults with care and support needs to achieve their personal goals and live as independently and safely as possible, enabling them to have control and choice in their lives.¹

Specification Proposal

Preparing to work in Social Care

- Foundation literacy/numeracy.
- Digital skills (Email, using search engines).

Communication

- Face to face communication with individuals and their families.
- Telephone communication with individuals and their families.
- Working as part of a team.

Skills

- Ability to follow codes of practice.
- Support individuals in line with their plan of care.
- Protect individuals from harm.
- Promote healthy eating and wellbeing.
- Use risk assessments to support individuals safely.
- Reflect on own working practices.
- Personal attributes
- Approachable.
- Friendly.
- Confident.
- Integrity.
- Knowledge
- Codes of practice.
- Legislation.
- Equality and diversity.
- Respect and dignity.

¹ <https://www.instituteforapprenticeships.org/apprenticeship-standards/adult-care-worker/>

- Differing methods of communication.
- Safeguarding.

Outcomes

Residents will be able to (skills):

- Demonstrate a range of foundation literacy and numeracy skills as determined by the social care sector.
- Use basic digital literacy as required for the social care sector.
- Practise a range of communication methods required for the social care sector.
- Demonstrate team working.
- Describe actions to take in order to protect individuals from harm.
- Evidence the formulation of a risk assessment.
- Describe methods of reflecting on your working practice.

Residents will know (knowledge):

- Describe codes of practice used in the social care sector.
- Identify relevant legislation that covers the social care sector.
- Recognise equality and diversity and how to promote this.
- Explain respect and dignity and the importance of these.
- Describe different methods of communication.
- Identify signs and symptoms of different types of abuse.

Residents will be self-aware and develop themselves personally to demonstrate (behaviours):

- A friendly approach showing empathy and understanding.
- Honesty.
- Confidence.
- Excellent work ethics (good attendance, timekeeping).
- Guided learning hours: 30 (Weighting B)

LARS Code.

- Sector Gateway: Care Worker - Z0009143
- Funding rate: £168

SG: Employability

Purpose

The purpose of this proposal is to develop a specification for those wishing to train/upskill/change career and wishing to work. The specification focuses on a non-accredited approach to basic training, focussing on the knowledge and skills required.

Employability refers to your ability to gain initial employment, maintain employment, and obtain new employment if required. In simple terms, employability is about being capable of getting and keeping fulfilling work. ²

Specification Proposal

Preparing to work

- Foundation literacy/numeracy.
- Digital skills (Email, using search engines).

Communication

- Communicating with others at work.
- Customer service.
- Working as part of a team.

Skills

- Using varying methods to explore careers.
- Create a CV.
- Applying for a job.
- Maintaining work standards.

Personal attributes

- Approachable.
- Friendly.
- Confident.
- Integrity.
- Resilience.

Knowledge

- Basic legislation.
- Equality and diversity.
- How to be successful in applying for jobs.

Outcomes

Residents will be able to (skills):

- Demonstrate a range of foundation literacy and numeracy skills needed to be employable.
- Use basic digital literacy as required for work.
- Practise a range of communication methods required for work.
- Demonstrate team working.
- Evidence basic CV writing.

² <http://www.mycit.ie/contentfiles/careers/what%20is%20employability.pdf>

- Explain the process of applying for work.

Residents will know (knowledge):

- Explain how to be successful when applying for work.
- Identify relevant legislation that covers the workplace.
- Recognise equality and diversity and how to promote this.

Residents will be self-aware and develop themselves personally to demonstrate (behaviours):

- A friendly approach showing empathy and understanding.
- Honesty.
- Confidence.
- Excellent work ethics (good attendance, timekeeping).
- Resilience.

Guided learning hours: 30 (Weighting A)

LARS code; Sector Gateway: Employability - Z0009144

Funding rate: £150

SG: Logistics

Purpose

The purpose of this proposal is to develop a specification for those wishing to train/upskill/change careers and wishing to work in the logistics industry. The specification focuses on a non-accredited approach to training, specific to the industry and focuses on knowledge and skills required.

Crucial to the supply chain of any business, logistics involves the timely delivery of freight and goods from one place to another, as well as the unloading and unpacking of this cargo. Logistics workers may perform duties including inventory control, pricing and ticketing, and merchandise assembly.³

Specification Proposal

Preparing to work in Logistics

- Foundation literacy/numeracy.
- Digital skills (Email, using search engines).

Communication

- Building relationships with customers.
- Building relationships with colleagues.

3

[https://study.com/articles/Logistics Careers Job Duties Employment and Salary Information.html](https://study.com/articles/Logistics_Careers_Job_Duties_Employment_and_Salary_Information.html)

- Working as part of a team.

Logistics skills

- Preparing the vehicle for driving.
- Protect the vehicle and the load.
- Pick goods.
- Place goods in storage.

Personal attributes

- Approachable.
- Friendly.
- Confident.
- Integrity.

Knowledge

- Legislation in a logistics environment.
- Equality and diversity.
- Moving and handling goods.

Outcomes

Residents will be able to (skills):

- Demonstrate a range of foundation literacy and numeracy skills as determined by the logistics sector.
- Use basic digital literacy as required for the logistics sector.
- Practise a range of communication methods required for the logistics sector.
- Demonstrate team working.
- Evidence of the picking and placing of goods in a logistics environment.

Residents will know (knowledge):

- Identify relevant legislation that covers the logistics sector.
- Recognise equality and diversity and how to promote this.
- Explain the correct ways of moving and handling goods.

Residents will be self-aware and develop themselves personally to demonstrate (behaviours):

- A friendly approach.
- Honesty.
- Confidence.
- Excellent work ethics (good attendance, timekeeping).

Guided Learning Hours: 30 (Weighting A)

LARS code; Sector Gateway: Logistics - Z0009145

Funding rate: £150

SG: Retail and Customer Service

Purpose

The purpose of this proposal is to develop a specification for those wishing to train/upskill/change career and wishing to work in the Retail/Customer Service industry. The specification focuses on a non-accredited approach to training, specific to the industry and focuses on knowledge and skills required.

The main purpose of a retailer is to assist customers when they purchase products and services, which requires a good understanding of the stock being sold, the variety of ways customers can shop and the ability to process payments, for example, using a till. Retailers must be passionate about delivering a quality service that always aims to exceed customers' expectations.⁴

Specification Proposal

Preparing to work in Retail/Customer Service

- Foundation literacy/numeracy.
- Digital skills (Email, using search engines).

Communication

- Face to face communication with customers.
- Telephone communication with customers.
- Working as part of a team.

Retail Skills

- Merchandising.
- Using technology (till systems, digital tools).
- Stock control.

Personal attributes

- Approachable.
- Friendly.
- Confident.
- Integrity.
- Going the 'extra mile'.

Knowledge

- Product knowledge.
- Legislation.
- Equality and diversity.

⁴ <https://www.instituteforapprenticeships.org/apprenticeship-standards/retailer/>

Outcomes

Residents will be able to (skills):

- Demonstrate a range of foundation literacy and numeracy skills as determined by the retail/customer service sector.
- Use basic digital literacy as required for the retail/customer service sector.
- Practise a range of communication methods required for the retail/customer service sector.
- Demonstrate team working.
- Evidence basic merchandising and stock control.
- Explain the use of technology required in the retail/customer service sector.

Residents will know (knowledge):

- Explain how to learn about the products they are selling.
- Identify relevant legislation that covers the retail/customer service sector.
- Recognise equality and diversity and how to promote this.

Residents will be self-aware and develop themselves personally to demonstrate (behaviours):

- A friendly approach showing empathy and understanding.
- A 'nothing is too much trouble' approach to customers.
- Honesty.
- Confidence.
- Excellent work ethics (good attendance, timekeeping).

Guided learning hours: 30 (Weighting B)

LARS Code; Sector Gateway: Retail and Customer Services - Z0009146

Funding rate: £168

SG: Security

Purpose

The purpose of this proposal is to develop a specification for those wishing to train/upskill/change career and wishing to work in the Security Services industry. The specification focuses on a non-accredited approach to training, specific to the industry and focusing on the knowledge and skills required.

Security work is a field that will never go away. With all the potential threats in today's society more and more businesses are in need of help protecting their property, assets and people. If you're interested in safety and security, this could be the perfect job for you. Almost every form of business utilizes some form of security including but not limited to: local businesses, hospitals, banks, bars, airports, shops, care homes,

private security firms and even nuclear power plants often hire security guards to help protect their property and detect illegal activities.⁵

Specification Proposal

Preparing to work in Security Services

- Foundation literacy/numeracy.
- Digital skills (Email, using search engines).

Communication

- Building relationships with customers.
- Building relationships with colleagues.
- Working as part of a team.
- Resolving problems

Security Services skills

- Digital skills required for the security services industry (CCTV footage e.g.)
- Contributing to meetings.

Personal attributes

- Approachable.
- Friendly.
- Confident.
- Integrity.

Knowledge

- Legislation in a security services environment.
- Security and loss prevention.
- Differing roles within the security services industry (door supervisor, CCTV operator e.g.)
- Equality and diversity.
- Terrorism awareness.

Outcomes

Residents will be able to (skills):

- Demonstrate a range of foundation literacy and numeracy skills as determined by the security services sector.
- Use basic digital literacy as required for the security services sector.
- Practise a range of communication methods required for the security services sector.
- Demonstrate team working.
- Evidence of the ability to problem-solve.

⁵ www.telfordcollege.ac.uk

Residents will know (knowledge):

- Identify relevant legislation that covers the security services sector.
- Recognise equality and diversity and how to promote this.
- Explain terrorism and procedures to follow.

Residents will be self-aware and develop themselves personally to demonstrate (behaviours):

- A friendly approach.
- Honesty.
- Confidence.
- Excellent work ethics (good attendance, timekeeping).

Guided Learning Hours: 30 (Weighting A)

LARS code; Sector Gateway: Security - Z0009147

Funding rate: £150

Stewarding - Specification Proposal

Purpose

The purpose of this proposal is to develop a specification for those wishing to train/upskill/change career and wishing to work in the Stewarding industry. The specification focuses on an accredited approach to training, specific to the industry and focuses on knowledge and skills required. This detail is not exhaustive and will be tailored to meet the needs of the employer and to meet the specification of the Level 2 Certificate in Spectator Safety.

Specification Proposal

Prepare for spectator events

- Understand how to prepare for stewarding activities
- Understand how to identify and respond to hazards
- Be able to prepare for stewarding activities
- Be able to identify and respond to hazards

Assist with the movement of spectators and deal with crowd issues at spectator events

- Understand how to control the entry, exit and movement of people at events
- Understand how to deal with crowd issues
- Be able to follow and implement procedures for the entry, exit and movement of people at
 - spectator events
- Be able to identify and deal with crowd issues
- Help to manage and resolve conflicts
- Understand how to engage with client groups in conflict situations
- Understand how to follow procedures to resolve conflict situations
- Be able to engage with client groups in conflict situations
 - Be able to follow procedures to resolve conflict situations

- Deal with incidents at spectator events
 - Understand how to deal with incidents at spectator events
 - Be able to deal with incidents at spectator events
 - Support the work of your team and organisation
 - Understand how to work effectively with a colleague
 - Understand how to improve own works
 - Understand how to help support and improve the work of own team and organisation
 - Be able to work effectively with colleagues
 - Be able to improve own work
 - Be able to help to improve the work of the organisation
 - All the above is directly linked to the Level 2 in Spectator Safety qualification. In addition, learners will complete an unregulated employability qualification that will support them to progress into work/move to the next level.
- Learners will also complete a Level 3 Award in Emergency First Aid at Work.

Guided Learning Hours: 30 (Weighting A)

LARS codes: Sector Gateway: Stewarding - Z0009327

Funding rate: £150

SG: Warehousing

Purpose

The purpose of this proposal is to develop a specification for those wishing to train/upskill/change careers and wishing to work in the Warehousing industry. The specification focuses on a non-accredited approach to training, specific to the industry and focuses on knowledge and skills required.

Warehouse workers are responsible for preparing and completing warehouse orders for delivery or pickup according to schedule. Receiving and processing warehouse stock products and performing warehouse inventory controls and keeping quality standards high for audits. ⁶

Specification Proposal

Preparing to work in Warehousing

- Foundation literacy/numeracy.
- Digital skills (Email, using search engines).

Communication

- Building relationships with customers.
- Building relationships with colleagues.
- Working as part of a team.
- Resolving problems

Warehousing skills

⁶ <https://resources.workable.com/warehouse-worker-job-description>

- Picking orders.
- Wrap and pack goods.
- Maintaining cleanliness in the working environment.
- Receive goods.

Personal attributes

- Approachable.
- Friendly.
- Confident.
- Integrity.

Knowledge

- Legislation in a warehousing environment.
- Equality and diversity.
- Moving and handling goods.

Outcomes

Residents will be able to (skills):

- Demonstrate a range of foundation literacy and numeracy skills as determined by the warehousing sector.
- Use basic digital literacy as required for the warehousing sector.
- Practise a range of communication methods required for the warehousing sector.
- Demonstrate team working.
- Evidence of the wrapping packing and receipt of goods in a warehousing environment.

Residents will know (knowledge):

- Identify relevant legislation that covers the warehousing sector.
- Recognise equality and diversity and how to promote this.
- Explain correct ways of moving and handling goods.

Residents will be self-aware and develop themselves personally to demonstrate (behaviours):

- A friendly approach.
- Honesty.
- Confidence.
- Excellent work ethics (good attendance, timekeeping).

Guided Learning Hours: 30 (Weighting A)

LARS Code - Sector Gateway: Warehousing - Z0009148

Funding rate: £150

Annex B

Security Offer

LARS	Qualification name	GLH	Funding
Z0009147	Sector Gateway Security	30	£150
Z0009144	Unregulated Employability	30	£150
Regulated	Level 2 Award for Door Supervisors in the Private Security Industry	52	£300
Regulated	Level 3 Award in Emergency First Aid at Work	8	£50
Regulated	Level 1 Award in Health and Safety Awareness	18	£150
Z0009286	SIA License	0	£190

Stewarding offer

LARS	Qualification name	GLH	Funding
Z0009327	Sector Gateway Stewarding	30	£150
Z0009144	Unregulated Employability	30	£150
Regulated	NVQ Level 2 Certificate in Spectator Safety	73	£150
Regulated	Level 3 Award in Emergency First Aid at Work	8	£50

Added Value (Stewarding/Security) - Once Employed

LARS	Qualification name	GLH	Funding
Regulated	Level 2 Certificate in Understanding Safeguarding and Prevent	115	£724
Regulated	Level 2 Certificate in Understanding Violence and Harassment in the Workplace	110	£724
Regulated	Level 1 Award in Health and Safety Awareness	16	£100

SIA Enhancement for Stewarding

LARS	Qualification name	GLH	Funding
Regulated	Level 2 Award for Door Supervisors in the Private Security Industry	52	£300
Z0009286	SAI Licence	0	£190

Hospitality Sector Gateway

LARS	Qualification name	GLH	Funding
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Z0009144	SG: Employability Specification (Embedded in below delivery)	30	£150
Unregulated (Please see LARS codes next to pathways)	Select one of the bespoke Sector Gateway training package linked to one of the following roles: <ul style="list-style-type: none"> • Kitchen Porter - Z0009558 • Stores Assistant - Z0009559 • Sous Chef - Z0009560 • Food Prep Assistant - Z0009561 • Cleaning Crew - Z0009564 • Food and Beverage Assistant - Z0009562 • Distributions Crew - Z0009565 	30	£150
Z0009125	Work-experience placement	30	£150
Regulated (dependant on AO)	Award in Food Safety Level 2	9	£50
Z0009574	Manual Handling Level 2 (Distributions Crew Only)	9	£50

Hospitality Sector Gateway – Cleaning

LARS	Qualification name	GLH	Funding
Z0009144	SG: Employability Specification (Embedded in below delivery)	30	£150
Unregulated (Please see LARS codes next to pathways)	Select one of the bespoke Sector Gateway training package linked to one of the following roles: <ul style="list-style-type: none"> • Cleaning Crew - Z0009564 	30	£150
Z0009125	Work-experience placement	30	£150
Z0009574	COSHH	9	£50

Hospitality Sector Gateway – Housekeeping

LARS	Qualification name	GLH	Funding
Z0009144	SG: Employability Specification (Embedded in below delivery)	30	£150
Unregulated (Please see LARS codes next to pathways)	Select one of the bespoke Sector Gateway training package linked to one of the following roles: <ul style="list-style-type: none"> • Housekeeping – TBC 	30	£150

Z0009125	Work-experience placement	30	£150
Z0009574	COSHH	9	£50

HOSPITALITY SWAP CURRICULUM

Overview	GLH	LARS code	Cost
<p><u>HOSPITALITY SWAP CURRICULUM</u></p> <p><u>Maintain the health, hygiene, safety and security of the working environment for colleagues and customers</u></p> <p>Include and embed –</p> <ul style="list-style-type: none"> - Allergens and the risk they pose to customers - COSHH - Fire Safety - Health and Safety in the Workplace - Safe Manual Handling General First Aid Awareness - Dealing with routine and non-routine waste - Level 1 Basic Food Hygiene - Covid Safety <p><u>Effective Teamwork</u></p> <p>Include and embed –</p> <ul style="list-style-type: none"> - Principles of Team Leading - Managing Conflict in a team - Equality and Diversity at Work <p><u>Providing Customer Service in Hospitality</u></p> <p>Include and embed –</p> <ul style="list-style-type: none"> - Challenge 25 Policy - Data Protection - Dealing with customer conflict <p>Delivery of effective customer services</p>	24 (Partially Embedded within Role Specific Training)	Z0009543	£150
<p><u>INDUSTRY FOCUSED ELEMENT</u></p> <p><u>Role Specific Training</u></p> <ul style="list-style-type: none"> - Barista - Kitchen - Front of House – Bar - Front of House - Waiting - Reception - Housekeeping/Cleaning - Team Leader - Multi-Skilled Hospitality Worker (Basic Kitchen/FOH) 	40 (Embedded and alongside WEX)	Z0009544	£150
Employability	Embedded	Z0009144	£150
Work Experience (Applicable to role)	3-44 hours		£21 - £150
Overview	80 hours of holistic embedded training, covering all elements through Work Experience and Knowledge based workshops.		£471 - £600 (Dependent on Work Experience)

	<ul style="list-style-type: none"> - 44 hours of WEX Maximum - Minimum 20 hours tutoring/self-study 		Plus, any Job Outcome
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Annex C – Construction Gateway

Phase 1 - Construction Gateway- 4-week programme

Phase	Delivery	Outcome	Maximum funding per learner
Phase 1 Construction Gateway- 4-week programme –	<p>Introduction to Construction Skills and Knowledge:</p> <ul style="list-style-type: none"> ➤ Health and Safety and Welfare in Construction ➤ Introduction to Civil Engineering ➤ Introduction to Environmental Sustainability in Construction ➤ Skills for Employability in construction <p>Introduction to Plant Operations:</p> <ul style="list-style-type: none"> ➤ Environmental awareness in construction ➤ Problem Solving in the Workplace <p>Including an introduction to one of the following specialisms:</p> <ul style="list-style-type: none"> ➤ Prepare and operate a forward tipping dumper to receive and transport loads - wheeled or tracked ➤ Construction Operations within Civil Engineering ➤ Basic Formwork Carpentry Skills ➤ Carrying Out Basic Operations to Lift and Transfer Loads on a Construction Site ➤ Prepare and Operate a Ride on Roller ➤ Working as a Slinger/Signaller ➤ CSCS Touchscreen Training & Test <p>*Activities relevant for entry to sector and also incumbent as part of the progression to next phase of training/sub-sector</p>	<p>Initial barriers to employment addressed</p> <ul style="list-style-type: none"> • Understanding of needs of industry and commitment to progression • Clear understanding of civil engineering • Passed the CITB Health safety and environment (HSE) test • Completed Application for CSCS Provisional Card • Initial Interview/Job Match 	<p>£1,057</p> <p>Includes: CSCS Test @ £100</p>

Phase 2A

Only one of the following options in phase 2 will be funded per learner basis

Phase 2A (Small) - Construction Gateway Small Plant - 4-week programme

Phase	Delivery	Outcome	Maximum funding per learner
Phase 2A (Small) - Construction Gateway Small Plant - 4-week programme -	<p>Trade certification and prep for job application including a range of optional units (but not limited to):</p> <ul style="list-style-type: none"> ➤ Construction Health & Safety - Equipment ➤ CSCS Touchscreen Training & Test ➤ Manual Handling ➤ Abrasive Wheels ➤ NRSWA ➤ C.A.T. & Genny ➤ Asbestos Awareness ➤ First Aid at Work ➤ Confined Spaces ➤ Job Interview Coaching ➤ Job Interview with a local employer <p>Plus 5 days of learning on either of the following units:</p> <ul style="list-style-type: none"> ➤ Prepare and operate a forward tipping dumper to receive and transport loads - wheeled or tracked ➤ Prepare and Operate a Ride on Roller 	<ul style="list-style-type: none"> • Trade certifications in response to employer needs • Passed CPCS Theory Test • Application for CPCS Trained Operator Red Card: <ul style="list-style-type: none"> ➤ Forward Tipping Dumper <p>OR</p> <ul style="list-style-type: none"> ➤ Road on Roller <ul style="list-style-type: none"> • Initial Interview/Job Match 	<p>£1,190</p> <p>Includes:</p> <p>CSCS Test £100</p> <p>CPCS Test £525</p>

Phase 2B (Large) - Construction Gateway Large Plant - 4-week programme

Phase	Delivery	Outcome	Maximum funding per learner
Phase 2B (Large) - Construction Gateway Large Plant - 4-week programme	<p>Trade certification and prep for job application including a range of optional units:</p> <ul style="list-style-type: none"> ➤ Construction Health & Safety - Equipment ➤ CSCS Touchscreen Training & Test ➤ Manual Handling 	<ul style="list-style-type: none"> • Trade certifications in response to employer needs • Passed CPCS Theory Test • Application for 	<p>£2,552</p> <p>Includes:</p> <p>CSCS Test £100</p> <p>CPCS Test £525</p>

	<ul style="list-style-type: none"> ➤ Abrasive Wheels ➤ NRSWA ➤ C.A.T. & Genny ➤ Asbestos Awareness ➤ First Aid at Work ➤ Confined Spaces ➤ Job Interview Coaching ➤ Job Interview with a local employer <p>Plus 5 days of learning on either of the following units:</p> <p>Plant operations categories including examples such as</p> <ul style="list-style-type: none"> ➤ Bulldozer ➤ High Dreamer ➤ Telehandler ➤ Muncher ➤ Articulated Dumper Truck ➤ 360° Excavator ➤ Tractor Units - Hoist Operations - Crane Operator - Grader 	<p>CPCS Trained Operator Red Card:</p> <ul style="list-style-type: none"> ➤ Bulldozer ➤ High Dreamer ➤ Telehandler ➤ Muncher ➤ Articulated Dumper Truck ➤ 360° Excavator ➤ Tractor Units <p>• Initial Interview/Job Match</p>	<p>*Reduce RPL when identified e.g. CSCS or CPCS secured through phase 2 small plant.</p>
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Phase 2C Rail track induction - 4-week programme

Phase	Delivery	Outcome	Maximum funding per learner
<p>Phase 2C Rail track induction</p> <p>- 4-week programme</p>	<p>Introduction to Rail Skills and Knowledge:</p> <ul style="list-style-type: none"> ➤ Introduction to Rail Awareness ➤ E-Learning PTS ➤ PTS Practical ➤ DCCR Track Safety ➤ OLEC 1 Access Overhead Lines ➤ Skills for Employability in Rail <p>Introduction to Rail Operations:</p> <ul style="list-style-type: none"> ➤ Environmental awareness in Rail 	<p>Initial barriers to employment addressed</p> <ul style="list-style-type: none"> • Understanding of needs of industry and commitment to progression • Clear understanding of Rail induction • Initial Interview/Job Match 	<p>£1,438</p>

	<ul style="list-style-type: none"> ➤ Problem Solving in the Workplace ➤ First Aid ➤ Manual Handling ➤ Work experience on site <p>Including an introduction following specialisms:</p> <ul style="list-style-type: none"> ➤ Small Tools ➤ Abrasive Wheels ➤ Impact Wrench ➤ Rail Saw ➤ Cobra TT Breaker ➤ Robel Tampa ➤ TIC track induction 		
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Phase 2D – Sub-sector area

Phase	Delivery	Outcome	Maximum funding per learner
<p>Phase 2D – Sub-sector area short intense non accredited boost programme to focus on – speed/quality and competence linked to employer vacancy essential skills – 2-week programme</p> <ul style="list-style-type: none"> • Formwork Carpentry • Steelwork/Erection • Dry Lining • Scaffold/Working at Height • Civil Engineering / Construction Operation • External Cladding/Retrofit • Concrete and Finishing • Roofing • Modern Methods of Offsite Construction • Specialist Sector Competencies e.g. English Heritage 	<p>Non accredited or unitised delivery prescribed by sector employers geared to full-time training focused on work-ready quality/speed and competence designed to be job-ready for in-work progression to a work-based NVQ</p>	<p>Completion of short intense vocational training</p>	<p>£1090</p>

Phase 2E – Site Supervision/Management

Phase	Delivery	Outcome	Maximum funding per learner
Phase 2E – Site Supervision/Management – 1 week	Site management qualification; SSSTS - SMSTS	Completion of qualification	£650

Phase 3: Work Trial - 2-week programme

Phase	Delivery	Outcome	Maximum funding per learner
Phase 3: Work Trial - 2-week programme (Claimed as only once as either an episode of work placement in phase 1 or phase 2)	Up to 2 weeks placement or work trial with the sponsoring employer: On-site practice in a simulated/controlled environment to demonstrate construction plant job readiness	<ul style="list-style-type: none"> Job interview Fixed-term employment Employment agency contract 	£108

Phase 4: - Upskilling Sustained Employment

Phase	Delivery	Outcome	Maximum funding per learner
Phase 4: - Upskilling Sustained Employment - up to 52-week programme	<p>Day 1 notification of employment</p> <p>13-week confirmation of sustained employment</p> <p>Delivery of the VQ components to enable the learner to apply for the CPCS Competent Operator Blue Card including 2 mandatory units:</p> <ul style="list-style-type: none"> Conforming to General Health, Safety and Welfare in the Workplace Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the Workplace <p>OR</p> <ul style="list-style-type: none"> Preparing and operating ride-on rollers to compact materials in the workplace 	<ul style="list-style-type: none"> Permanent employment Sustained employment Increased productivity VQ units to achieve Blue card, competent worker 	<p>Job Outcome Day 1: £150</p> <p>Job Outcome Week 13: 19-23-year-olds: £400 24+: £250</p> <p>Competent worker Blue Card: £150</p>