



# VOCATIONAL TRAINING SERVICES BFG

*Mission: VTS is committed to provide a high standard of learning and development, available to all within the BFG Community. VTS staff work in partnership with all education providers to enable members of the community to realise their full potential and make a positive contribution.*

## **Our Motto:**

*Helping you Achieve Your Goals.*

We provide the assistance learners need to progress into or within their professional role.

- VTS has been nominated for the prestigious City & Guilds Centre of Excellence Award
- We work in cooperation with all 14-19 Partnerships across BFG

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Vocational Training Services BFG is a Vocational Qualification Centre accredited by City & Guilds.

All our qualifications are UK and Internationally recognised.

Deciding on the right course of study can be tricky, let us help you. Our qualifications are designed for work. You learn the skills and background knowledge that you need to do a particular job. We are only too happy to explain each Qualification in more detail and advise you on funding options available, subject to meeting certain criteria. Contact your nearest office using the above details.

## Apprenticeships



Apprenticeships are structured training programmes undertaken within a working environment. They use the skills and knowledge gained through work to provide learners with recognised qualifications. Apprenticeships are an excellent way of gaining qualifications and workplace experience. As an employee, you can earn as you learn and gain practical skills from the workplace. Apprenticeships are increasingly recognised as the gold standard for work-based training. The Apprenticeship comprises of three main elements:

1. Skills based NVQ Level 2/3 in Business & Administration or Customer Service meeting National Occupational Standards.
2. Knowledge based Technical Certificate to provide underpinning knowledge and understanding in your chosen area.
3. Key Skills/Functional Skills Qualifications in English and Maths (ICT as well for BA Apprentices)

## Functional Skills (Entry Level 1-3 & Level 1-2)

Functional skills are practical skills in English, Mathematics and ICT that enable learners to deal with practical problems and challenges. They allow individuals to work confidently, effectively and independently in everyday life. Functional skills are a key to success. They open doors to learning, life and work. These skills are valued by employers and are a platform on which to build other employability skills.



## NVQ Multi-Skilled Hospitality Level 1

An occupationally competent Assessor visits you in the workplace, assessing competence through observation, discussion and other methods. A portfolio of evidence is compiled by the Learner to complete a number of units previously chosen. An Assessor supports the Learner throughout the qualification until completion. In co-operation with Prince Rupert & Gloucester Schools.

## Award, Certificate or Diploma in Employability & Personal Development

Award, Certificate or Diploma in Employability & Personal Development (Entry level 2-3 & Level 1-3): Designed to assist Learners develop skills for the workplace. Aimed at those who have either never been employed or are aiming to re-enter employment after a considerable amount of time. Guided learning hours have to be completed, as specified by City & Guilds. A work placement enhances this qualification (help with finding this can be provided).



## VRQ Salon Services Level 1

The qualification at Level 1 incorporates Customer Service aspects of the job with Reception Work; Basic Beauty (e.g. manicure) and Basic hair (e.g. wash and dry). In co-operation with SCE Schools – Prince Rupert/Gloucester.



## VRQ Diploma in Woman's Hairdressing Level 2

The qualification at Level 2 incorporates Salon related Health & Safety and is for anyone wishing to pursue a career in hairdressing. This qualification is the first step towards becoming a qualified hairdresser. In co-operation with SCE Schools – Prince Rupert/Gloucester.

