



ymca

# COURSES FOR 16-18 YEAR OLDS

TRANSFORMING PASSIONS  
INTO FUTURE CAREERS

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Good  
Provider



# EDUCATION THAT TAKES YOU PLACES

At YMCA Training we know that employers look for more than just a qualification on a piece of paper. They want experienced, skilled and driven individuals and that's exactly what you'll become with one our courses.

Train with us and we promise to help you go above and beyond to reach your full potential and leave you ready for further studies or employment.



You can start on a Study Programme or Traineeship to build the skills needed in the work place and then step into an Apprenticeship. Or, if you have the experience and feel ready, you can go straight into an Apprenticeship with leading employers in a wide range of sectors.

YMCA Training is an established training provider. We've been around a long-time and we're OFSTED accredited.

Working from our own training centres and employers' premises throughout England, we are proud to be part of Central YMCA, the world's founding YMCA, established in 1844. Since then, the YMCA has grown into a worldwide organisation, with in excess of 45 million members in over 120 countries.

A photograph showing a female tutor with long brown hair, wearing a black t-shirt, laughing heartily. She is leaning over a desk, looking down at a student whose back is to the camera. The student has curly hair and is wearing a red and blue plaid shirt. The background is a plain, light-colored wall.

**TUTORS ARE  
MOTIVATING,  
COMMITTED,  
PASSIONATE  
ABOUT THEIR  
WORK.**

# WHY CHOOSE US?

**Our knowledgeable and experienced tutors can help you to:**

- Build your skills, confidence and readiness for the future, be that an apprenticeship, employment or further education.
- Learn how to use workplace software, communicate effectively with clients, schedule meetings and manage your time at work.
- Gain one-to-one daily support to help you find your feet and be a success in the workplace.
- Receive a bursary (subject to eligibility) whilst you're learning a course or get paid for your time as an apprentice.

**We can help you get into the career you want**

Looking for an alternative to 6th form or college?

Want to improve your CV with work experience?

Ready to take on an apprenticeship?

Want to become more confident?

More employable?

More prepared for your future?

**If yes, we can help you – it's all about  
finding the right choice for you.**

# PROGRESSION PATHWAYS



## Study Programmes

### 36-40 weeks course

This is the first step for school leavers, aged 16-18. You'll study for a vocational (practical) qualification and gain work experience. You'll also build on your employability skills, get personal and professional development and achieve the level of Maths and English is required.



## Fitness Training Academy – Powered by Nike

### 2 year course

This course is an alternative to college and A-levels, designed to give you the best possible start in the fitness industry. In this two-year hands-on course, you'll gain the internationally recognised 'Level 2 Gym Instructor' and 'Level 3 Personal Trainer' qualifications.

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You'll get more from a Traineeship if you're prepared for the working world and you know which career and sector you want to work in.

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## Traineeships

### 16-20 weeks course

Our Traineeship courses are a great way for 16-24 year olds to develop first-hand experience of the workplace. You'll also get essential work preparation training and work on your Maths and English is required.

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With significant work experience from your Traineeship your apprenticeship application is more likely to be successful.

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## Apprenticeships

### 12-18 months course

Apprenticeships are simply jobs with training. You typically receive training to support your career 1 day a week. You get paid, gain a qualification as well as valuable skills and experience. Anyone between the ages of 16-65 can apply to become an apprentice.

	BUSINESS ADMINISTRATION AND MANAGEMENT	CHILDCARE AND EDUCATION	CUSTOMER SERVICE AND RETAIL	FITNESS AND LEISURE	HEALTH AND SOCIAL CARE	HORTICULTURE AND GARDENING
LEVEL 1	L1 Certificate in Business Administration	L1 Award/Certificate/Diploma in Caring for Children	L1 Certificate in Customer Service		L1 Award/Certificate/Diploma in Introduction to Health, Social Care and Children's and Young People's Settings	L1 in Practical Horticulture Skills
LEVEL 2	L2 Certificate in Principles of Business Administration  L2 Business Administration	L2 Certificate Introducing Caring for Children and Young People  L2 Certificate for the Children and Young People's Workforce  L2 Certificate in Supporting and Teaching Learning in Schools	L2 Certificate in Principles of Customer Service  L2 Customer Service Practitioner  L2 Retailer	L2 Diploma in Health, Fitness and Exercise Instruction  L2 Fitness Instructor  L2 Leisure Operations	L2 Certificate in Preparing to Work in Adult Social Care  L2 Adult Care Worker  L2 Healthcare Support Worker	L2 Sports Turf Operative  L2 Golf Greenkeeping  L2 Horticulture
LEVEL 3	L3 Team Leader Supervisor  L3 Business Administrator	L3 Diploma for the Early Years Practitioner  L3 Teaching Assistant	L3 Customer Service Specialist  L3 Retail Team Leader	L3 Diploma in Health, Fitness and Exercise Instruction  L3 Personal Training  L3 Leisure Duty Manager	L3 Adult Care Worker	
LEVEL 4		L4 Children's, Young People & Families Practitioner	L4 Retail Manager			
LEVEL 5	L5 Operational Departmental Manager	L5 Children's Young People & Families Manager			L5 Care Leadership and Management  L5 Healthcare Assistant Practitioner	

# OUR STUDY PROGRAMMES

## Education that takes you places

A Study Programme is designed around you, to fit your interests and put you on course for your next career step. We will work with you to identify a clear aim for your time with us.

These might include:

- Discovering which future career you want to grow into
- Aiming for an apprenticeship
- Studying at university
- Setting up a business.

Our qualified staff will support you throughout with:

- Personal issues
- Problems relating to finance
- Accommodation
- Time management
- Study support to help you keep up with your work
- Childcare.

### It's different for everyone

We take into account what you've already studied and your future career aspirations. For example, if you haven't got the GCSE English or Maths or Functional Skills that you need for your chosen career path, we'll build this in. We know that the school approach doesn't suit everyone, so we'll bring the learning to life by making it relevant to your chosen career path.

### Assessment

You will be assessed by your tutor throughout the course using a range of methods which, depending on your course, could include coursework, tests, oral questioning and practical demonstrations of the skills that you learned.

## MADE UP OF FOUR PARTS

1



### Qualification

You will study towards a main qualification in your area of interest.

2



### Work experience and employability skills

For 1 day-a-week you will have the opportunity to undertake meaningful work experience and skills development.

3



### Personal and professional development

Includes activities and tutorials to boost your life skills, ranging from day trips to nutrition advice and planning how to rent your first flat.



### Maths and English

If you have not yet achieved a grade 9-4 (formerly A\*- C) in GCSE Maths and/or English, you will either repeat these GCSEs (with our support) or study a Functional Skills qualification instead.

# BUSINESS ADMINISTRATION

Our Business Administration Study Programme can help get you started in a successful career in a range of industries from fashion to technology and is the perfect foundation to help you get on the career ladder.

This Study Programme will give you a good understanding of basic administrative tasks as well as practical experience in a business environment.



## Qualification

Level 1 and 2 Certificate in Business Administration

**ncfe.**

## What does the programme cover:

- Handling mail
- Using a filing system
- Supporting meetings and events
- Archiving and retrieving information
- Working and communicating with people in a business environment
- Meeting and welcoming visitors.

## Industry career includes:

- Receptionist
- Secretary
- Office Manager
- Business Analyst
- Personal Assistant

## Your potential salary (per year)

Receptionists	£12-£24,000
Secretaries	£14-£25,000
Office Managers	£18-£35,000
Business Analysts	£30-£70,000

## Where next?

After completing this Study Programme you could move onto a Traineeship to gain further work experience, then progress into an Apprenticeship to advance onto a Level 2 or 3 qualification.

**Apply now  
for August 2021**

# CUSTOMER SERVICE

Knowledge and experience in Customer Service can help get you get ahead in almost any industry, as good customer-service skills are essential for many jobs.

This Study Programme will give you basic knowledge, understanding and experience of dealing with customers in a range of settings and scenarios.



## Qualification

Level 1 and 2 Certificate in Customer Service

**ncfe.**

## What does the programme cover:

- Communicating using customer service language
- Following the rules to deliver customer service
- Dealing with customers face-to-face
- Dealing with customers across a language divide
- Resolving customer service problems and going the extra mile
- Delivering customer service to difficult customers

## Industry career includes:

- Customer Service Assistant
- Airline Customer Service Agent
- Customer Services Manager
- Banking Customer Services Adviser

## Your potential salary (per year)

Customer Service Assistants	£12-£30,000
Airline Customer Service Agents	£13-£40,000
Customer Services Managers	£20-£70,000
Banking Customer Services Advisers	£15-£24,000

## Where next?

After completing this Study Programme you could move onto a Traineeship to gain further work experience, then progress into an Apprenticeship to advance onto a Level 2 or 3 qualification.

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for August 2021**

# CHILDCARE

If you dream of a career working with children and contributing to their early development, you can get off to the best possible start with our Childcare Study Programme.

In this course you'll gain a good understanding of childcare and education, parenting and babysitting. You will gain the basic knowledge and the skills needed to care for young children and will learn about their growth, learning and development.



## Qualifications

Level 1 Award/Certificate/Diploma in Caring for Children

Level 2 Certificate in Introducing Caring for Children and Young People

**ncfe.**

## What does the programme cover:

- Accident prevention and caring for children
- Parenting responsibilities and healthy lifestyles
- Learning, development and play
- Safeguarding, respecting and valuing children
- Craft activities with young children
- Food and nutrition for a healthy diet

## Industry career includes:

- Teaching Assistant
- Nursery Worker
- Early Years Teacher
- Nursery Manager
- Care Worker

## Your potential salary (per year)

Teaching Assistants	£11-£23,000
Nursery Workers	£14-£24,000
Early Years Teachers	£18-£30,000
Nursery Managers	£23-£45,000

## Where next?

After completing this Study Programme you could move onto a Childcare Traineeship to gain further work experience, then progress into an Apprenticeship at a nursery or pre-school to advance onto a Level 3 qualification.

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for August 2021**

# FITNESS TRAINING ACADEMY

POWERED BY



Become an Advanced Personal Trainer with this incredible fully-funded two-year course for 16-18 year olds.

FTA is a direct route to a successful Personal Training career. Combine cutting-edge content, hands-on work placements and exclusive Nike products and opportunities to unlock your potential and transform your career.

## Qualifications

Level 2 in Diploma in Health, Fitness' and Exercise Instruction

Level 3 Diploma in Personal Training (Practitioner), Outdoor Exercise and Sports Conditioning

Certificate in Leadership, Management and Customer Service in Sport and Active Leisure

7 accredited one-day modules developed by industry leading Nike Trainers including Sports Specific Training and Boxing Padwork.

TWO-YEAR COURSE



## Why choose this course?

- Gain an internationally recognised L2 Gym Instructor and L3 Personal Trainer qualification while learning essential math and English skills.
- You'll be taught by world-class industry experts who will provide guidance and support throughout the course whilst giving you the latest techniques and fitness knowledge.
- Boost your knowledge with real-world experience through weekly work placements in exciting clubs and gyms.
- Receive the best Nike products and gain access to Nike services and experiences.

- We are the UK's most experienced fitness training provider and understand the industry like no one else. Your potential salary (per year).

Personal Trainers £14-£22,000

Fitness Instructors £14-£30,000

Sports Coaches £14-£35,000

Gym Manager £18-£35,000

## Where next?

Many students go straight into jobs in gyms or leisure centres as Personal Trainers, others continue their studies with courses such as Pilates or Exercise for Older Adults.

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for September 2021**

**YMCA.CO.UK/FTA**

**YMCA**  
awards

# HEALTH AND SOCIAL CARE

If you are passionate about caring for people with kindness, consideration and respect, then our Health and Social Care Study Programme could be the perfect fit for you.

This Study Programme will provide you with an introduction into the social care sector and can get you started in a fulfilling career in adult social care or in children and young people's settings.



## Qualifications

Level 1 Award/Certificate/Diploma in Introduction to Health, Social Care and Children and Young People Settings

Level 2 Certificate in Preparing to Work in Health and Social Care

**ncfe.**

## What does the programme cover:

- Understanding communication and personal development
- Equality, diversity and inclusion
- Health and safety
- Safeguarding, protection and duty of care
- Understand person-centred approaches in adult social care settings
- The role, duties and responsibilities of the social care worker.

## Industry career includes:

- Care Worker
- Nurse
- Health Visitor
- Midwife

## Your potential salary (per year)

Care Workers	£12-£25,000
Nurse	£24-£37,000
Health Visitors	£30-£43,000
Midwife	£24-£43,000

## Where next?

After completing this Study Programme you could move onto a Traineeship to gain further work experience, then progress into an Apprenticeship to advance onto a Level 3 qualification.

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# HORTICULTURE

Do you like being outdoors, working with your hands and creating things that people can enjoy? Then a career in horticulture could be the right path for you.

This Study Programme will provide you with a good basic understanding of the horticulture industry while giving you practical gardening skills in a realistic setting. You could go into a fulfilling career working in a wide-range of places from sports grounds to garden centres.



## Qualification

Level 1 Award/Certificate/Diploma in Practical Horticulture Skills



## What does the programme cover:

- Turf and lawn care and identifying weeds
- Plant production
- Landscaping and care for planted areas
- Applying fertilisers
- Preparing soil and applying an organic mulch
- Preparing and planting hanging baskets

## Industry career includes:

- Garden Centre Worker
- Landscaper
- Horticultural Manager
- Groundskeeper
- Gardener

## Your potential salary (per year)

Worker	£13-£19,000
Landscapers	£16-£30,000
Horticultural Managers	£18-£40,000
Groundskeepers	£17-£48,000

## Where next?

After completing this Study Programme you could move onto a horticulture Traineeship to gain further work experience, then progress onto a Level 2 or 3 qualification with an Apprenticeship. Our apprentices have worked in landscaping firms, zoos, garden centres, golf courses and even helping to take care of the pitch at Manchester United.

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for August 2021**

# OUR CENTRES

A NATIONAL CHARITY WITH A REGIONAL FOCUS

Speak to one of our Course Support Team  
or visit [ymca.co.uk/study-programme](http://ymca.co.uk/study-programme)

**Doncaster**  
01302 636 597

**Leeds**  
0113 350 1694

**Manchester**  
0161 820 3699

**Ipswich**  
01473 855 704

**London**  
**FTA Powered by Nike**  
01473 855 704

**Norwich**  
01603 851 891

**Lincoln**  
01522 712 138

**Lowestoft**  
01502 558 085

**Salford**  
0161 660 8705

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for August 2021**

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