

Employment Related Services Level 3 Apprenticeship Training Programme

Your business can leverage recent eligibility and funding changes to provide high quality apprenticeship training to new and existing members of staff.

This programme is designed to develop staff that help and support people who are seeking employment. It is aimed at those working in the employability & skills sector offering pre-employment support services.

Qualification Overview:

Typical Duration

12-15 months, with exact duration dependent upon learner.

Example Job Roles

Personal Advisor, Job Coach and Employment Advisor.

Entry Requirements

Set by the employer.

Qualification Gained

Level 3 Diploma in Employment Related Services.

Progression

Into a more senior role such as an Information, Advice and Guidance Specialist, Careers Advisor, or into a Supervisory/Management role.

Course Benefits:

- Increase staff morale and engagement and ensure that employees feel supported
- Improve staff retention rates and increase productivity levels
- Create a learning culture and increase the knowledge and ability of your staff
- Strengthen the decision making capabilities of your team/s
- Improve and standardise the level of service received by your customers

Areas of Development

We will ensure that your staff members are fully supported by a specialist skills tutor. The Tutor will provide regular feedback throughout the programme and will tailor each individual's learning experience to enable them to excel in their roles.

Key Units Covered:

- Understand the Employment Related Services Sector
- Provide Excellent Customer Service
- Manage own Professional Development
- Ensure Compliance with Legal, Regulatory, Ethical and Social Requirements.

Optional Units:

Choose from over 40 additional units to tailor this programme to meet the needs of your organisation.

