

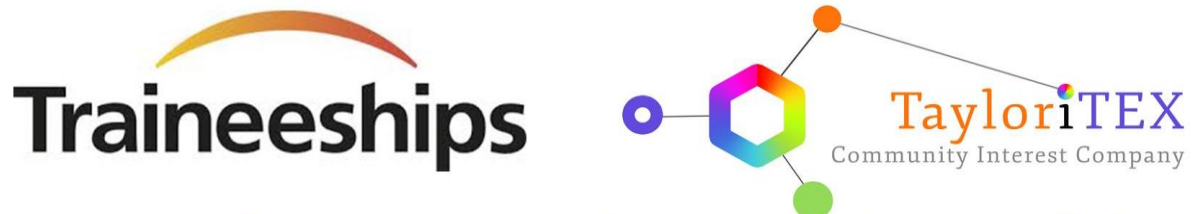
TRAINEESHIP PROGRAMME

TayloriTEX CIC is launching our Traineeship programme covering Boston, Sleaford and Spalding areas. Working with 16 – 24 year olds we are able to provide each individual with a tailored package to support them into employment either through the Apprenticeship route or through direct employer engagement.

All trainees on this programme will be provided with direct access to and personalised support from a:

- Professionally qualified Careers Advisor
- Skills and development tutor
- Workplace co-ordinator
- Jobs broker

Working in partnership to help you identify all the options available to you to support you moving into paid employment.



Get a boost with a Traineeship

Great opportunities for 16 - 24 year olds

Work Placements

- Business Admin
- Digital & Social Media
- Hospitality & Service

Work Preparation

- Employability Skills
- Confidence Building
- Communication Skills

Functional Skills

- for the workplace
- Computer Skills
 - English and Maths

Call Julie on 01205 360800 Julie@tayloritex.co.uk

Traineeship Program consists of:

- 5 weeks to 5 months supported engagement
- 12 - 15hrs per week real work experience
- Minimum of 6 hours Guided Learning Hours (GLH) per week
- Employability Support focusing on Personalised CV, covering letter, skills analysis, confidence and selling yourself Interview skills, applications, goal setting, and action planning.
- Full functional skills diagnostic and mentoring
- Jobs Brokering – support finding employment opportunities

What is a Traineeship?

A Traineeship is an education and training programme with work experience that is focused on giving young people the skills and experience that employers are looking for. At its core are work preparation training, English and maths for those who need it, and a high quality work experience placement.

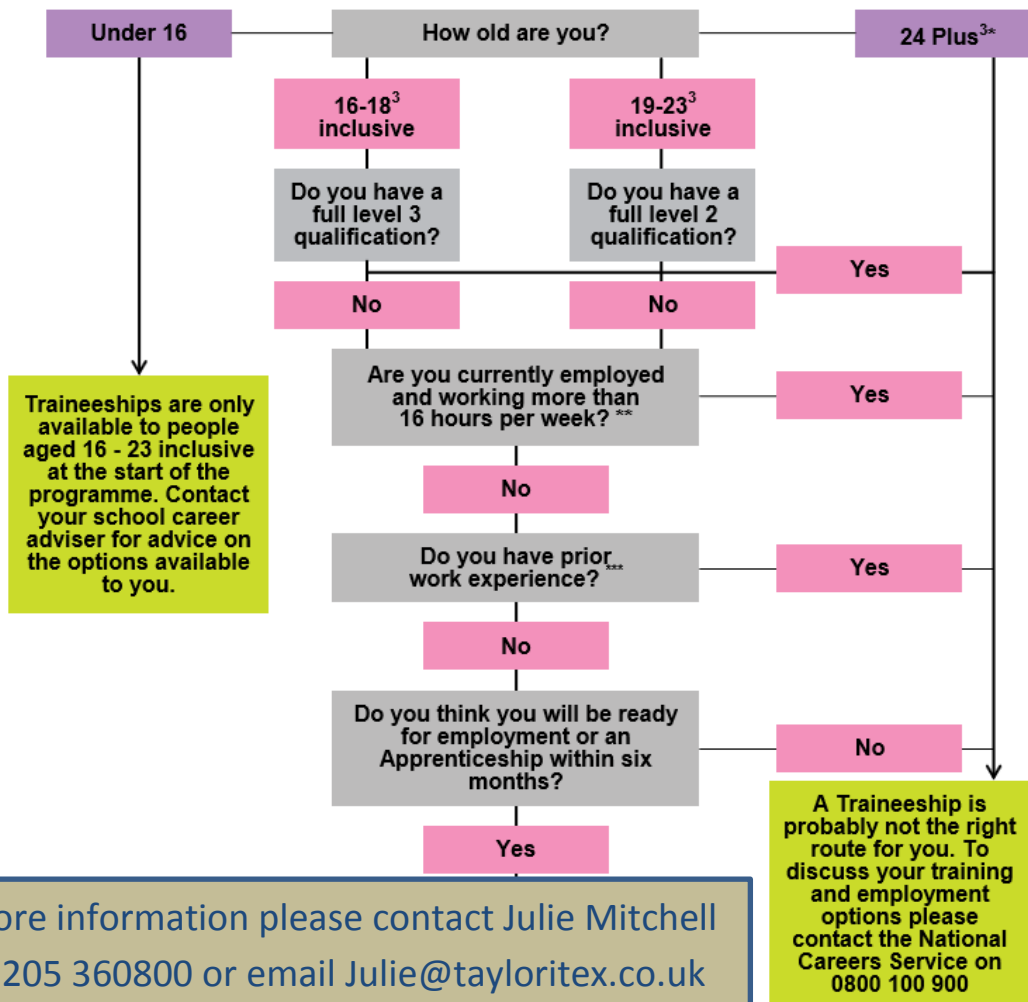
What are the benefits of a Traineeship?

A Traineeship will put you in a better position to compete for an Apprenticeship or other job.

- The opportunity to build your CV and get vital experience with local and national employers.
- Improving your English and maths skills will boost your chances of getting a job, as well as improving your long term prospects and earning potential over your lifetime.
- Employers are at the centre of Traineeships to ensure they give you the skills you need to secure a job and succeed in employment.
- At the end of the work experience placement you'll get a job interview with the company if a role becomes available or a reference and an exit interview.

You could be suitable for a Traineeship if you:

- are unemployed (or work less than 16 hours per week) and have little work experience;
- are motivated to work;
- are aged 16 - 18 inclusive and are qualified below Level 3
- are aged 19 - 23 inclusive and are qualified below full Level 2



Coffee Shop Assistant to work in a youth café.

Main Job Tasks and Responsibilities

- Preparing and serving beverages and confectionary
- Offering a selection of freshly prepared snacks
- Breakfast snacks, toast, teacakes, salad items and sandwiches.
- Maintaining and displaying of produce
- Stock rotation and daily stock orders as required.
- Maintaining high standards of cleanliness at all times, cleaning of all areas and removal of rubbish.
- Opening up of outlet, setting till up and daily cashing up of till and closing down procedures.

Key Competencies

- Organization and planning skills need to be able to work on your own without supervision, be very reliable.
- Work management and prioritizing skills, need to be able to use own initiative
- Verbal and written communication skills, excellent customer service skills
- Problem solving ability
- Attention to detail
- Flexibility

Business Administrator Assistant

Main Job Tasks and Responsibilities

- answer phones and transfer to the appropriate staff member
- take and distribute accurate messages
- greet public and clients and direct them to the correct staff member
- receive, sort and distribute incoming mail
- monitor incoming emails and answer or forward as required
- prepare outgoing mail for distribution
- fax, scan and copy documents
- update and maintain databases such as mailing lists, contact lists and client information
- type documents, reports and correspondence
- monitor and maintain office supplies
- keep office area clean and tidy

Key Competencies

- organization and planning skills
- work management and prioritizing skills
- verbal and written communication skills
- problem solving ability
- attention to detail
- flexibility, reliability, and teamwork

Café Assistant\Hospitality Assistant

Main Job Tasks and Responsibilities

- Operating the till, and balancing it on a daily basis
- Working with the traditional coffee machine
- Serving customers in a pleasant and courteous manner
- Keeping accurate time sheets daily
- Checking that orders have been correctly delivered and charged for
- Cleaning the kitchen, café area and café toilets in accordance with Health and Safety Regulations and Guidance
- Keeping cleaning and temperature records
- Undertaking the preparation of the food and beverages served in the café
- Clearing tables
- Washing up
- Reporting maintenance issues to the Café Manager
- Setting up conference and training rooms

Key competencies and skills

- Presentable appearance
- Good interpersonal skills
- Well-developed customer relationship skills
- Good organisational skills
- Good time management skills
- Ability to work under own initiative and as part of a small team

Assistant Social Media and Web Developer

Main Job Tasks and Responsibilities

- Promoting company through social media – Facebook Twitter, WordPress and Blogging
- Updating website
- Creating promotional and advertising features
- Distributing promotional and advertising materials
- Creating email and online campaigns
- Working with electronic survey software
- Writing articles for blogs and website

Key competencies and skills

- Presentable appearance
- Good interpersonal skills
- Well-developed ICT skills
- Good knowledge of social media
- Good organisational skills
- Good time management skills
- Ability to work under own initiative and as part of a small team