

Training for Success

Who can take part in the Training for Success programme?

Training for Success is designed for young people aged 16 - 17. Training for Success is all about giving you the tools and the confidence to find work. It focuses on the extra learning you may need.

How does it work?

You will start by attending our training centre 3 days per week and you will undertake training in your chosen vocational field focussing on health and safety at the outset. After an initial period of training you will become eligible for placement and if you feel ready to undertake a placement will be placed with one of our many Employer training partners. Gradually increasing your attendance to 4 or 5 days per week the focus will switch to ensuring you gain the qualifications necessary to progress into employment and/or onto the ApprenticeshipsNI programme.

What you will learn with Training for Success?

The programme guarantees training up to 104 weeks (156 weeks for those with a disability) to help you gain the recognised skills and qualifications to help you progress in your chosen career.

Training for Success is delivered across four strands:

Non means tested Education Maintenance Allowance

If you go into training through Training for Success you will automatically qualify for a non means tested Education Maintenance Allowance (EMA) of £40 per week. In addition you will receive Participant Bonuses at various stages of your training from your Training Supplier and, if required, a contribution towards your travel expenses.

Of course classroom learning is important but what makes the TfS scheme unique is that it prepares you for a full Apprenticeship by placing you with a suitable employer for on-the-job training. You will In addition receive job experience and job sampling based on your needs and the opportunity to experience different workplaces and decide what sort of work suits you best.

You will discuss and agree a Personal Training Plan (PTP) with your Training Supplier detailing the targeted outcomes, progression routes and associated milestones.

APPRENTICESHIPSNI

The Apprenticeships programme offers training, across a wide range of apprenticeships, to people aged 16 and over. Terms and conditions apply if you are 25 years and over.

What is an apprentice?

As an apprentice you will be a new or existing employee, in a Northern Ireland -based company, working with experienced staff to learn and develop your skills.

An apprentice also receives 'off-the-job' training, usually on a day-release basis with a training supplier, to work towards achieving vocational qualifications and Essential Skills qualifications (reading, writing, maths and computers).

Your training supplier will meet with you and your employer to discuss your training needs and will then develop a training programme for you. They will be with you every step of the way throughout your apprenticeship to support you and make sure you are making progress.

Usually you are with the employer four days a week and with the training supplier one day a week. Your employer will pay you for your time spent with the training supplier.

Information on what training is available in your area and contact details for training suppliers is available on the pages below:

Who apprenticeships are for

To take part in the Apprenticeships programme you need to:

- have reached the minimum school leaving age in Northern Ireland (16 years)
- be employed or be about to take up paid employment in Northern Ireland

- be working a minimum of 21 hours per week on a permanent contract
- meet all the entry requirements of your chosen apprenticeship (for example some apprenticeships will require you to have GCSEs)
- meet a number of eligibility considerations, for example if you are a non-EU national or a public sector employee, or if you have previously achieved a recognised vocational qualification

if you are 25 years and over, there are restrictions on the type of apprenticeship

The benefits of an apprenticeship

There are many benefits for you and your employer when you take part in an apprenticeship:

- you earn while you learn
- you work alongside experienced staff
- you receive off-the-job training specific to your apprenticeship to help you gain qualifications

How much you get paid?

Your employer will pay you just as they would any other employee. The National Minimum Wage (NMW) is a minimum amount that workers in the UK are entitled to be paid.

Training Sites

We can provide training across both our sites located in Larne and in Ballymena. Our primary training centre in Larne houses 9 classrooms and a large engineering workshop, machining centre and a forklift truck training area whilst our Ballymena training centre provides 4 classrooms and a workshop for practical Engineering training.

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ENGINEERING

FABRICATION & WELDING

By far the most popular of our engineering courses, those undertaking training in Fabrication & Welding open themselves up to a world of opportunities both within Northern Ireland and abroad. Classed as a skills shortage area there has never been a better time to learn valuable skills for fabrication of metal; skills that are invaluable in many disciplines and job roles throughout the engineering sector and of course welding where you will access MIG and MMA welders at Level 1/Level 2 and TIG at Level 3.

PLATEWORK

A highly skills proficiency in Engineering is the ability to mark out, shape and fabricate plate or heavy steel so that multiple components fit together. Several Skills including measuring, marking, joining are utilized and demonstrated to show competence.

Manuel Welding

Focussing on a specific welding process, an in depth skillset is required to show competence. For example in MIG Welding you will demonstrate an ability to use a variety of different types of wire, including flux cored, of differing size and type.

Available at:	
Level 1	✓
Level 2	✓
Level 3	✓
Suitable for	
School Leavers	✓
Training for Success	✓
Apprentices	✓
Employed	✓
Non-Employed	✓
Beginner	✓
Experienced worker	✓

PERFORMING ENGINEERING OPERATIONS

If you are just starting out in your Engineering Career or have perhaps been working in the industry for a short while but do not hold qualifications in the field an NVQ in Performing Engineering Operations is ideally suited. Created as an introduction to Engineering the qualification will give you an insight into many of the different types of Engineer there are. Whether you intend moving into a fabrication discipline, manufacturing industry, maintenance engineering or installation engineer there are unit options that will help you to realise and unlock your potential.

The qualification can be tailored to suit your individual needs by replacing optional units and this will be discussed with you upon commencement. For those who are embarking on a new career we have chosen the units that will create the best possible opportunity for progressing in Engineering by providing a wide range of highly sought after skills.

Available at:	
Level 1	x
Level 2	✓
Level 3	x
Suitable for	
School Leavers	✓
Training for Success	✓
Apprentices	✓
Employed	✓
Non-Employed	✓
Beginner	✓
Experienced worker	x

MECHANICAL MANUFACTURING ENGINEERING

Northern Ireland has a proud history of manufacturing and is world renowned for the quality of workmanship in the products we manufacture. Those involved in the process are known as Mechanical Manufacturing Engineers and the type of work they do fits into one of two types:

FITTING & ASSEMBLY

Normally based on a production line and operating as part of a team responsibilities and required skills may include fabricating by shaping, drilling and sawing for example; joining by mechanical fasteners: rivets, bolts, or by welding and, using advanced skills, such as tapping, shaping or forming. There may also be need to use manual grinding equipment and perhaps even surface finishing

MACHINING

Using Centre lathes and Milling Machines (either CNC or Manual) is a highly sought skill. The process of removing excess materials via machinery is mesmerizing to a non-engineer and commands expert skills of the highest level. Those operating a CNC machine may have to write or input a program, select cutting and finishing tools to produce components to specification. Those operating manual machines will select and load tools and operate the machine to produce components.

Most students will select one of the pathways however it can be possible to mix and match if job roles require or the student wishes to develop new skills.

Available at:	
Level 1	x
Level 2	x
Level 3	✓
Suitable for	
School Leavers	x
Training for Success	x
Apprentices	✓
Employed	✓
Non-Employed	x
Beginner	x
Experienced worker	✓

ENGINEERING MAINTENANCE

Most manufacturing industries rely heavily on machinery and robotics to maximize and expediate production. It is therefore essential that regular preventative maintenance is actioned and that machine downtime is minimized. Maintenance Engineers are responsible for doing just that!

Essential skills are being able to read technical drawings and specification sheets to be able to diagnose faults, repair via fabrication where necessary and replace if essential. Mathematical abilities also come into play as being able to work out efficiencies relative to repair or replace can frequently require consideration. On a production line, a machine that is not operating can prove very expensive to the company and to staff who are unable to operate, that's why if parts are required to repair a Maintenance Engineer will often have to think outside the box and provide a temporary solution.

You will work in a maintenance role already and be looking to develop your skills to level 3 standard. Time management, problem solving, communication and math skills will all help you both in your job and to complete the necessary courses to attain accreditation as a fully qualified Maintenance Engineer.

Available at:	
Level 1	x
Level 2	x
Level 3	✓
Suitable for	
School Leavers	x
Training for Success	x
Apprentices	✓
Employed	✓
Non-Employed	x
Beginner	x
Experienced worker	✓

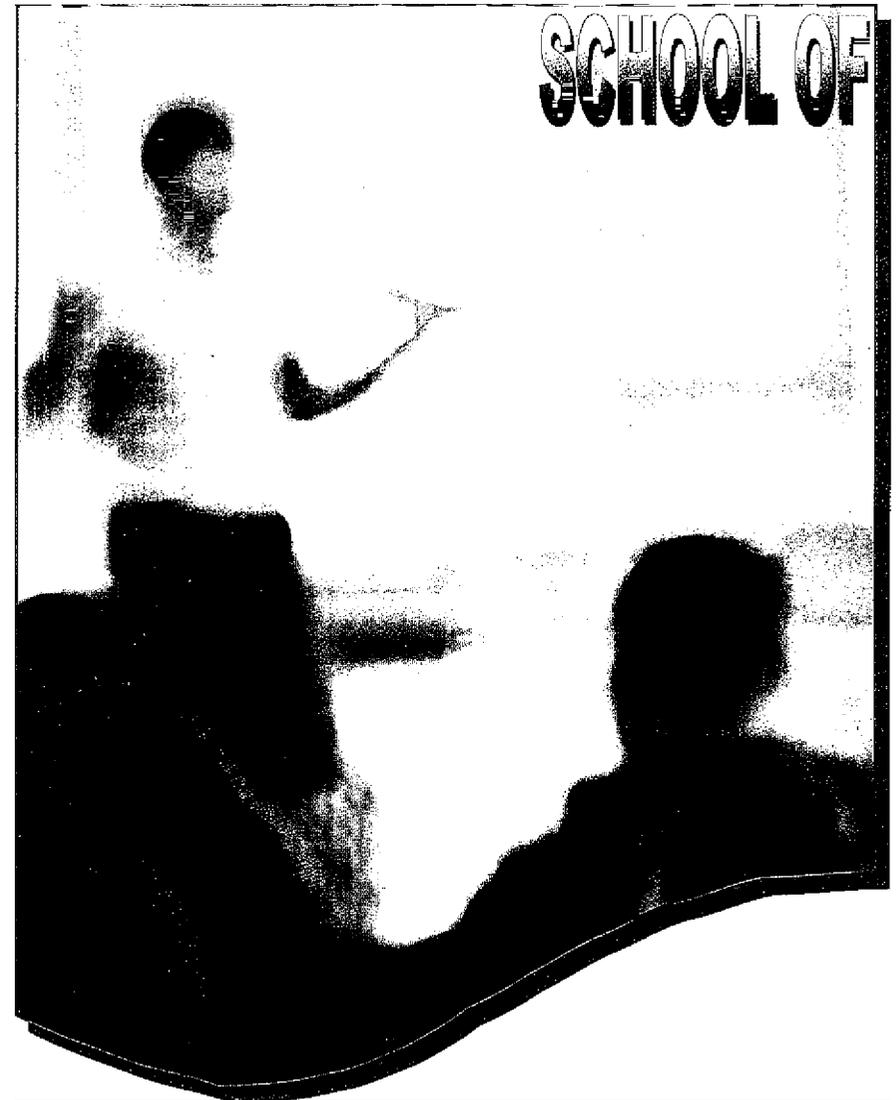
INSTALLATION & COMMISSIONING

Once assembly of a product, such as a steplift, has taken place a team of installers are usually responsible for on-site installation and commissioning. Essential skills of erection, building, fabricating and problem solving are used continuously to complete the task and as most products requiring an on-site installation are flat packed an ability to be able to interpret and follow written instructions is an absolute must.

Those people who choose a career in installation and commissioning can find themselves travelling all over, installing a variety of different items or equipment, in small or large teams. Additionally because of the nature of the job and the variation in locales a comprehensive knowledge of health and safety and risk assessment is instilled from the outset and will be demonstrated by all students throughout the course.

Installation and Commissioning Engineers are normally experienced practitioners however it is possible to attain this level from training for success through progression from a placement to employed status and onto an Apprenticeship programme.

Available at:	
Level 1	x
Level 2	x
Level 3	✓
Suitable for	
School Leavers	x
Training for Success	x
Apprentices	✓
Employed	✓
Non-Employed	x
Beginner	x
Experienced worker	✓



BUSINESS, I.T. & SUPPORT SERVICES

BUSINESS ADMINISTRATION

Business Administration is a term used to describe the type of work that happens in an office environment. Modern businesses of all types enlist administrative officers to help with the day-to-day running and they perform a variety of tasks ranging from operating phone equipment, maintaining records and handling stock or finances to dealing with customers and liaising with staff.

The level 3 qualification is also suitable for those who are working with some autonomy and personal responsibility within a business environment and want a qualification that reflects their current role.

Available at:	
Level 1	✓
Level 2	✓
Level 3	✓
Suitable for	
School Leavers	✓
Training for Success	✓
Apprentices	✓
Employed	✓
Non-Employed	✓
Beginner	✓
Experienced worker	✓

ICT (COMPUTING)

This course is for individuals looking to improve their use of Information & Communication technology. It provides clear progress from those with little experience of ICT who may be directed in its use to those who can diagnose issues and use ICT to solve them. As technology plays an increasingly important role in all aspects of business and industry it becomes increasingly important to have skilled, experienced and competent IT users to assist in business growth, be able to identify, solve and improve IT related issues and problems and be able to use IT to improve communication, presentation and marketing to name but a few.

Available at:	
Level 1	✓
Level 2	✓
Level 3	✓
Suitable for	
School Leavers	✓
Training for Success	✓
Apprentices	✓
Employed	✓
Non-Employed	✓
Beginner	✓
Experienced worker	✓

The IT Users course provides learning across a wide range of subjects that include a variety of software applications, setup and optimizing computer systems and general use ICT through specific units in software and communication methodologies. Many applicants to the IT course have a general interest in the subject or a natural aptitude for computing but equally the course is designed to suit a beginner.

STORAGE & WAREHOUSING

Logistics is a rapidly growing side of industry that is concerned with ensuring orders and products arrive with customers as soon as is practically possible. Large multinational companies have reinvigorated the industry and forced smaller companies to review how they do business. As a result stock maintenance, storage and goods dispersion is recognised as a vital part of any successful business and the role of well qualified and knowledgeable staff is vital.

Available at:	
Level 1	✓
Level 2	✓
Level 3	✓
Suitable for	
School Leavers	✓
Training for Success	✓
Apprentices	✓
Employed	✓
Non-Employed	✓
Beginner	✓
Experienced Engineer	✓

As an accredited ITSSAR training centre we will also augment your training with accredited Forklift, work platform or pallet truck training,*that will provide additional skills and further strengthen your invariable role in industry. Understandably Health & Safety has a very important

BUSINESS IMPROVEMENT -TECHNIQUES (LEAN MANUFACTURING & LEAN OFFICE)

In order to drive down manufacturing costs, maintain a low selling price and remain highly competitive in the marketplace, many companies are introducing lean manufacturing and continuous improvement techniques. It is essential that these techniques be employed in the face of stiff international competition from places such as China and the Pacific rim who can undercut manufacturing costs in the UK due to lower wage rates.

It is no coincidence that the highest performing companies in the UK are those that train their employees in the latest business improvement techniques providing an industry standard programme centred on the proven tools and techniques of lean manufacturing based on modern production systems.

The Business Improvement Techniques (B-IT) course is designed to support continuous improvement by promoting effective team working and developing lean skills across the wider workforce. It is delivered by high achieving manufacturing practioners to a group of employees, normally on workplace premises and is a down-to-earth, hands on programme designed for:

- Supervisors, team leaders and facilitators in the company
- People who through continuous professional development are being prepared to take on staff responsibilities in a business improvement environment.
- Other people involved in the business at all levels who required a more in-depth understanding of business improvement practices. This programme will be essential in ensuring that British companies can compete against strong international competition

Available at:	
Level 1	x
Level 2	✓
Level 3	x
Suitable for	
School Leavers	x
Training for Success	x
Apprentices	,/
Employed	✓
Non-Employed	x
Beginner	x
Experienced Engineer	

STUDENT SUPPORT

In addition to providing you with vocational qualifications that prove your competence and knowledge in specific fields (Engineering, Business, IT, Storage & Warehousing) we also ensure that you have basic and essential skills to get ahead in your career, help you to secure employment or promotion and help you to retain your employment. Your vocational training will be enhanced through accredited training in:

- English-Essential Skills in Communication / Literacy
- Maths-Essential Skills in Application of Number/ Numeracy
- Computing-Essential Skills in I.C.T.
- Employability Skills
- Personal Life Skills

We also provide a variety of essential services that will assist you to complete your training, gain qualifications and also give an insight into the many distractions that can impede you as you attempt to move into the "world of work". These support mechanisms are many and varied but include:

Careers Advice and Guidance

We can help with all aspects of your career planning throughout your time with Larne Skills Development, as well as at the end of your course. Pastoral services and counselling; this is a confidential service offered if you feel that you need help during your time here.

Dyslexia Support

1:1 support with a qualified tutor for literacy and numeracy Diagnostic assessment

Advice and support for students who think they might be dyslexic

Independent outside body support

Throughout the year we invite outside bodies to offer advice and information to students. These include:

- The Young Men's Mental Health Support Project
- YMCA
- Aware NI
- Prince's Trust
- Start 360

BESPOKE TAILOR MADE TRAINING

With over 25 years experience providing bespoke training in industry we can tailor make a programme of training and learning that meets your needs, those of your employees and those required by legislation. To discuss how we can help you call us for a no-obligation quote and discussion.

The following non-exhaustive list provides only a small insight into course we have designed and delivered.

- Safe use of bandsaw, circular saw and table saws
- Safe use of machinery, lathes, guillotines etc.
- Safe use of air operated tools
- Safe use of hand held tools
- Safe operation of Nail guns
- Importance of PPE
- How to devise Risk assessments

As an ITSSAR accredited Lift Truck Training provider you can be assured that our Forklift Operator courses are to the highest standard whether held *at our* training centre *in Larne or on* Customer premises around Northern Ireland.

Completing candidates can also choose to have their name entered onto a database of UK Forklift Operators and/or to receive a photoID card listing the types of truck they have been accredited to operate. A small administrative charge for both options is payable.

COUNTER BALANCE /REACH TRUCK

Goals

On completion of the training the trainee will be expected to have attained operating skills that comply with the standard set for Counterbalance Forklift operators, in accordance with all appropriate regulations.

Course Contents

- Training DVD/Videos
- BITA Operators safety code
- Health & Safety at Work Act 1974, PUWER 1998, LOLER 1998
- L117 - Rider-operated lift trucks (ACOP & Guidance)
- Care of Batteries/Diesel/LPG trucks
- Lifting Principals, Stability factors, Principals of counterbalance fork lift trucks
- Steering operations - forward & reverse; in confined areas
- Pallet handling; picking up, setting down, transporting
- Stacking and de-stacking loads at different heights (Various methods)
- Vehicle loading & un-loading procedures
- Daily maintenance checks
- Satisfactory completion of Practical and Theory based assessment

Practical

Introduction to the counterbalance forklift truck to be used for training and maneuvering, stacking, de-stacking, previously declared and identified weaknesses, remedial tuition and practice.

Testing

Practical test of basic operating skills Pre-use checks
Associated knowledge examination

Course Durations & Costs

Refresher Training up to 1 Day £90

Experienced Operator Training up to 3 Days £250 **Novice Training** up to 5 Days £400

Conversion Training up to 2 Days £175

PEDESTRIAN OPERATED PALLET TRUCK

Course Durations

Refresher Training up to 1 Day
Experienced Operator Training up to 3 Days
Novice Training up to 5 Days
Conversion Training up to 2 Days

Training Location

Due to variance in machine type, this course is best delivered on Customer premises using a familiar model of truck

Testing

Practical test of basic operating skills
Pre-use checks
Associated knowledge examination

MOBILE ELEVATED WORK PLATFORM (MEWP) .

Course Durations

Refresher Training up to 1 Day
Experienced Operator Training up to 3 Days
Novice Training up to 5 Days

Training Location

Due to variance in machine type, this course must be delivered on Customer premises

Testing

Practical test of basic operating skills
Pre-use checks
Associated knowledge examination **Genie boom**

TELESCOPIC LIFT TRUCK /BOOM HANDLER

Course Durations

Refresher Training up to 1 Day
Experienced Operator Training up to 3 Days
Novice Training up to 5 Days

Training Location

Due to variance in machine type, this course must be delivered on Customer premises

Testing

Practical test of basic operating skills
Pre-use checks
Associated knowledge examination

OTHER FORKLIFT TRUCK TRAINING

Due to the variety of different equipment that can be used to assist in the process of load moving and manual handling it is impossible to provide detailed descriptions for all available training however the following list is provided as a guide. Please contact us to discuss your individual requirements.

Truck Type

Sideloader
Manual Pallet
Truck Reach

N.B. CANDIDATES ARE ADVISED OF THE NEED TO BRING PPE IN ORDER TO PASS THE PRACTICAL TESTING AND TO COMPLY WITH REGULATIONS WHEN OPERATING A FORKLIFT TRUCK

ABRASIVE WHEELS

Course Objectives

To develop delegates' understanding of abrasive wheel safety when setting and using abrasive wheels. On completion of this course, delegates should be able to

- Explain aspects required **by** the schedule of **training (a specific** legal requirement for anybody who mounts abrasive wheels)
 - Set abrasive wheels safely
 - Introduce the legal requirements behind abrasive wheel safety

Course Content

- History of Abrasive Wheels Regulations
- Legal requirements relating to abrasive wheels
- Hazards arising from the use of abrasive wheels
- + Methods of marking, storing, handling and transportation
- + Practical demonstrations

Who Should Attend?

The course is intended for employees who are required to mount abrasive wheels, or who need to be familiar with the Regulations. It is desirable that delegates have experience in the use of abrasive wheels, but this is not essential.

Assessment

Assessment, following training consists of a written paper test (multiple choice) with a pass rate of 80%. A maximum of two short practical tests may also be undertaken to successfully mount and balance a wheel and to dress and true a wheel. The practical demonstrations will be discussed with the employer and will be based on numbers present and time allowed. It does not form part of the assessment however serious health and safety concerns identified may prevent certification. Candidates will conduct all practical training following relevant health and safety legislation and organisational requirements (if advised).

Duration

1 day (5 Hours plus testing)

Qualification

All delegates successfully completing the course in full will be awarded a: Certificate of Competence through Training in the Safe Use of Hand Held Grinding Equipment.

***Cost* (subject to availability)**

Group rate for 8-10 Persons	Individual Rate
£350 plus VAT	£90 per person

MANUAL HANDLING

Course Objectives

To develop delegates' understanding of the importance of kinetic lifting, load sharing and lifting methods. On completion of this course, delegates should be able to:

- Recognise by sight the different types of loads to be moved either through visual estimation or seeking advice on loads/weights from the item
- Understand the different methods to be employed when lifting or moving and the body postures and positions that minimise risk
- + Recognise when to seek assistance in lifting or moving; either from other persons or through the use of machinery

Course Content

- Legal requirements of employers and employees
- Hazards arising from the safe movement of materials
- Methods of handling and transporting loads including safe storage
- Practical demonstrations

Who Should Attend?

The course is intended for employees who are required to move materials of varying size at floor , shelved or overhead level or those who need to be familiar with Health and Safety Regulations. It is desirable that delegates have experience or understanding of Manual Handling.

Assessment

Assessment, following training consists of a written paper test (multiple choice) with a pass rate of 80%. Short practical tests may also be undertaken to demonstrate an ability to recognise load types and anticipate weights. The practical demonstrations will be discussed with the employer and will be based on numbers present and time allowed. It does not form part of the assessment however serious health and safety concerns identified may prevent certification.

Duration

Half day (2-3 Hours plus testing)

Qualification

All delegates successfully completing the course in full will be awarded a: Certificate of Competence through Training in the Safe Use of Hand Held Grinding Equipment.

***Cost* (subject to availability)**

Group rate for 8-10 Persons	Individual Rate
£200 plus VAT	£60 per person