

Mission Statement

“We at the EPT endeavour to provide individual quality training ensuring equal opportunities for all people to develop independence, knowledge and skills for employment”

“Promoting Ability”

Providing unit and community-based training and employment development to people with disabilities

Employment Preparation Team

**Employment Preparation Team
6 Inkerman Street
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Welcome to the work of the Employment Preparation Team. The EPT is part of the Economic Development service of Birmingham City Council's Development Directorate.

About the Employment Preparation Team

The EPT aims to provide high quality training programmes along with ongoing support to enable people with disabilities access to open, supported or voluntary employment opportunities.

Training is offered in a number of areas, including:

- Office Administration
- Catering
- Manufacturing
- Retail
- Horticulture
- Grounds Maintenance

Training and support into employment is available to people who are over 16, and who have a disability.

The Team works with trainees to identify work placements and employment opportunities, and offer strong support and guidance throughout. To compliment their training, the team can enable trainees to access further education courses at local colleges.



WHERE ARE WE BASED?

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QUALITY

All of the vocational training areas are working towards recognised qualifications and are equipped with the latest machinery to compliment modern production techniques. Training is delivered by highly qualified instructors who are experienced in industry.

CHOICE

The emphasis is very much on giving the opportunity to make informed choices at every stage. Trainees are given the opportunity to experience as many different vocational areas as they wish, to help them decide on their employment goals.

SEE FOR YOURSELF

We encourage people to visit us and see what we have to offer. We will show you around so that you can see trainees undergoing training in all our vocational areas, and have the opportunity to talk to trainees and staff about what to expect.

WE'RE LISTENING

The Employment Preparation Team places great emphasis on consultation and listening to trainees. A number of groups are in place:

- User Panel Meets monthly and comprises one trainee from each vocational area - gives trainees a forum to voice their opinions about what is happening at the EPT
- Carers meet monthly at the EPT to support each other, share experiences and consult on progress.
- Black and Ethnic User Panel meets monthly, providing trainees with the chance to discuss issues that are an important part of their religious and cultural needs

- The Health and Safety Committee meets monthly, comprising trainees and members of staff - it include regular inspections of the work areas.

HOW TO APPLY

Contact the Team. for if we agree training, and that the EPT is the right place for the trainee, we will offer a place on our next assessment and induction programme. We will support applicants who need help in filling in forms.

WHAT'S ON OFFER

The next few pages give a snapshot of what is covered in the different areas of training offered by the EPT - for more detailed information, give us a call or write to us.



OFFICE ADMINISTRATION

Trainees will learn techniques needed for clerical work, including:

- Inputting information onto spreadsheets and databases Using a word processor to produce letters, minutes and reports
- Filing and shredding
- Telephone training
- Reception and welcoming duties
- Processing incoming and outgoing mail /photocopying
- Health and Safety

Putting Training into Practice:

All work involved in training in the Office Administration section is to support the general administrative functions within the EPT. This includes calculating training incentive sheets, weekly registers, European monitoring documentation and welcoming and directing visitors

Work Placement - many employers throughout Birmingham offer practice placements

Qualifications available:

City and Guilds NVQ Level 1 Administration



CATERING

This section offers a variety of training programmes designed to meet the needs of industrial, commercial and public sector services. This includes:

- Food and Beverage preparation, and correct storage of items
- Domestic duties including ironing and the use of industrial washing machines and dryers
- Till training and customer service
- Washing up, use of industrial dish washers and cleaning of the kitchen and dining areas

- Recognition and correct use of kitchen utensils
- Health and safety (including the safe disposal of waste, and basic food and hygiene techniques)

Putting Training into Practice:

Trainees work at one of six sites:

The Hearty Eater based at the EPT provides a catering service to trainees, staff, local community and visitors to the garden centre Trinity Close Kitchen in Handsworth offers a service tailored to the needs of elderly residents, as does Pheonix in Castle Vale and Sycamore in Witton. Strawberry studios in Yardley provides training in a public restaurant.

Chesters based at Shelforce offers a canteen service to its workforce. At all three sites trainees have the opportunity to prepare and deliver a professional catering service. Trainees are also involved in the preparation of buffets as part of the EPT's contract services.

Qualifications available:

City and Guilds NVQ Level 1 Serving Food and Drink (Counter/Take-away)

City and Guilds NVQ Level 1 Kitchen Portering

Basic Food Hygiene Certificate

MANUFACTURING

Provides trainees with the basic skills required to work in a modern engineering and manufacturing environment. Individually delivered practical training is based on commercial production and contract work. This includes:

- Health and safety
- Use of engineering hand tools / benchwork
- Use of drilling and milling machines, centre lathes and Bandsaws
- MIG welding
- Use of cutting and folding machines
- Use of power tools and lifting equipment

Putting Training into Practice:

Trainees carry out a variety of engineering tasks related to external contracts, and also manufacture wrought iron products for sale in Nechells Green Garden Centre, as well as producing items for use around the centre, such as security grills. Work Placement - Many employers across the city offer practice placements to trainees.

Qualifications available:

Numeracy, vocational certification in manufacturing. Accredited O. C. N.



ASSEMBLY AND PACKING

Industrial based training encourages trainees to take pride in their work, with all tasks undertaken as part of EPT contracts with outside companies. They include:

- Health and Safety
- Basic machine cutting
- Vacuum forming
- Use of compressed air screwdrivers, jigs and sealing machines
- Packing
- Assembling

- Quality control
- Teamwork practices
- Practical work

Putting Training into Practice:

The practical work undertaken includes the assembly and packing. This includes assembly and packing of fixtures for PVC roofing sheets, as well as recycling electrical components and packing craft material.

Work Placement - many factories offer practice placements to trainees.

Qualifications available:

Working towards O.N.C. Manufacturing.

WOODWORK

Offers practical training in basic carpentry and Joinery skills. Includes:

- Health and Safety
- Use of hand tools
- Using power drills and saws
- Making joints
- Use of woodwork machinery, including drilling, cutting and planing machines
- Painting, varnishing and preserving wood
- Assembling wooden products
- Fitting wooden products
- Restoration of wooden furniture



Putting Training into Practice:

All tasks are based around the manufacture of timber and plywood products for sale in Nechells Green Garden Centre, including garden benches, garden tables, picnic benches and flower troughs. Trainees also have the opportunity to work on outside contracts and carry out tasks such as fitting benches and troughs to order.

Qualifications:

Working towards O.C.N. Manufacturing

HORTICULTURE

Provides practical training in all aspects of nursery and plant production, working with plants, shrubs, trees and houseplants. Includes:

- Propagation by seeds, cuttings, layering and division
- Maintenance of plants including watering, re-potting and application of fertilisers, pricking out and growing on
- Staking and labelling plants
- Staging and weeding plants
- Planting hanging baskets and containerising plants
- Watering and feeding plants
- Care and maintenance of plants, including identification of pests and diseases
- Basic horticultural science
- Health and safety



Putting Training into Practice:

Trainees can gain experience in the three large glasshouses and two large (approximately 6000 square feet) poly-tunnels at the main EPT site, as well as the opportunity to work on projects at local schools and voluntary organisations such as CSV Environment, which involves working with local residents.

Qualifications available:

City and Guilds 9383 Practical Skills Test in Horticulture

City and Guilds NVQ Level 1 Amenity Horticulture

City and Guilds NVQ Level 2 Nursery Stock



RETAIL

Provides training in customer service and retail skills. Includes:

- Operating EPOS (Electronic till) systems
- Stocktaking
- Customer service/basic sales technique
- Pricing and labelling
- Receiving and processing orders
- Cash and cheque payments
- Developing basic merchandising and shop layout skills
- Directing customers and answering the telephone
- Health and safety

Putting Training into Practice:

All work is carried out at Nechells Green Garden Centre which is open to the public five days a week. Trainees can gain experience here, through serving and helping customers, selling a wide range of products produced at the EPT.

Work placement - trainees have the opportunity for work experience in many well-known retail outlets through Birmingham.

Qualifications available:

A range of qualifications are available, including NVQ's in Retail, Nursery Stock and Amenity Horticulture

GROUNDS MAINTENANCE

Provides practical training in all aspects of amenity horticulture. Could include:

- Use of all garden hand tools
- Basic garden design
- Planting and planning
- Plant identification and knowledge
- Use of machines including lawnmowers, trimmers and chippers
- Maintenance of machinery
- Hard landscaping, including fencing and concreting
- Health and Safety



Putting Training into Practice:

All work is undertaken as part of contracts EPT has with outside organisations, based at various sites in and around Birmingham. The emphasis is very much on gaining real experience and being able to apply skills learned in this environment

Work undertaken by the Grounds Maintenance section is carried out by a mobile team accompanied by a qualified instructor, providing amenity gardening services in realistic settings.

Qualifications available:

City and Guilds 9383 Practical Skills Test in Horticulture
City and Guilds NVQ Level 1 Amenity Horticulture





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