



CTS Traineeship Programme Schedule

The first two weeks of the programme is undertaken at CTS, where self-skills assessments coupled with developing employability skills will assist with later-stage activities focused upon progression. For students studying towards Functional Skills qualifications this begins in week 3 and will incorporate elements of employability alongside modern British values (MBV). To monitor the progression of each student, reviews are completed at CTS and also the workplace making sure students are developing new skills in preparation for the workplace or identifying further training needs.

Week No	Location	Time (hrs)	Weekly Activity
Week 1	City Training Services	12 12	Induction – Course overview, enrolment paperwork, Bus Passes, English & Maths diagnostics, Learning Styles, Personality Profile. Induction booklet – Preparing for work, CV Update, Modern British Values, Health & Safety, First impressions, Traineeship vacancies & placement matching.
Week 2	City Training Services	18 18	Steps into Employment – Growth v fixed mind-set, Skills SWOT analysis, employment sectors & job profile, working in a team, covering letters, spec letters, Standard Application Forms, telephone skills and interview techniques. 1:1 Reviews - initial
Week 3	City Training Services & Employer location	6 22.5 28.5	<i>English – Complex sentences/word grammar</i> <i>Maths – Place Value</i> Work Placement
Week 4	City Training Services & Employer location	6 22.5 28.5	<i>English – Punctuation</i> <i>Maths – The Four Rules + - / X</i> Work Placement
Week 5	City Training Services & Employer location	6 22.5 28.5	<i>English – Skimming/Scanning & Proofreading</i> <i>Maths – Fractions, Decimals & Percentages (part 1)</i> Work Placement
Week 6	City Training Services & Employer location	6 22.5 28.5	<i>English – Persuasive Texts</i> <i>Maths – Fractions, Decimals & Percentages (part 2)</i> Work Placement 1:1 Reviews – midpoint & Work placement reviews
Week 7	City Training Services & Employer location	6 22.5 28.5	<i>English – Informative Texts</i> <i>Maths – Mean, mode, median and range</i> Work Placement
Week 8	City Training Services & Employer location	6 22.5 28.5	<i>English – Speaking & listening (part 1)</i> <i>Maths – Decimals</i> Work Placement
Week 9	City Training Services & Employer location	6 22.5 28.5	<i>English – Speaking & listening (part 2)</i> <i>Maths – Money, Time and length</i> Work Placement
Week 10	City Training Services & Employer location	6 22.5 28.5	<i>English – Formal writing</i> <i>Maths – Area, Perimeter and Volume</i> Work Placement End work placement review
Week 11	City Training Services	6 18 24	<i>English – Comprehension</i> <i>Maths – Extracting and interpreting information</i> Progression planning/IAG
Week 12	City Training Services	6 18 24	<i>English – Revised Initial Assessment</i> <i>Maths – Revised Initial Assessment</i> Progression planning/IAG 1:1 Reviews - end