

Study Programme Information For Parents and Carers

AN 'OUTSTANDING' TRAINING PROVIDER

In July 2016, Nova Training was awarded a Grade 1 'Outstanding' grading by Ofsted, across every area of provision - a truly unique achievement, which makes us one of the highest-performing training providers in the country. That's official!

Inspectors stated that Learners at Nova...

'find a direction to their lives and careers'

The majority progress on to further education, apprenticeships or employment, with a 'significant contribution' to the improvement in their life chances.

Praise was given for the 'strong culture of continuous improvement', with 'teaching and support staff sharing a strong commitment to enable their learners and apprentices to discover and achieve their full potential'.

Opening Times

Our centres are open from 8:30am to 4.30pm, Monday to Friday (allowing for Bank Holidays and staff training days).

We remain open throughout school holidays!

Learner Attendance Requirements

Learners are required to attend 4 days per week on a full time programme, Monday to Thursday 9.00am to 3.30pm. *This is subject to change for workshops and work placements but you will be informed.

Learners or parents/carers are required to inform your centre of any sickness or lateness before 9.00am. Home visits will be carried out where we are unable to make any contact. An attendance bonus of £50 is paid after 6 weeks if attendance is 80% or above.

Holidays need to be booked and approved by the Centre Manager. After 4 weeks non-attendance, learners will be automatically exited from programme.

Child Benefit - Advice & Guidance

All staff at Nova Training are dedicated to supporting young people and those around them, to make well informed decisions which benefit their long term and immediate aspirations. As such it is important that parents are aware that Nova Training Study Programme and Traineeships meet the requirements to be deemed as approved education and as a result your Child Benefit WILL continue.

To count as approved education...

- Your child must be accepted on the course before their 19th birthday
- The course must be full time (more than an average of 12hrs/week)
- The course must not be paid for by an employer

When your child leaves approved education, your Child Benefit will stop either at the end of February, 31st May, 31st August or 30th November, whichever comes first after their leaving date.

Please be aware that, if your child continues in approved education, you may be eligible also for Working Tax Credits.

Bursary Payments

- Depending on personal circumstances and household income, Learners may be entitled to bursary and free school meals.
- To check entitlement for your son or daughter, please complete and return the bursary application form given to them.
- Travel costs are also covered but sufficient evidence is required (bus tickets etc.)
- All Bursary payments are subject to attendance and behaviour.

Maths, English & ICT

Nova Training offers City & Guilds Functional Skills Maths, English and ICT qualifications up to Level 2

If your son or daughter has a GCSE Grade D in either Maths or English, we will work with them to improve their current subject knowledge and resit the relevant GCSE exam, with the aim of achieving a grade 4 or above.

There will be a focus on employability for those that already have Math and English at Level 2 and Grade C/4 or above.

Bonuses of £25 per qualification are paid on completion.

Vocational Courses

Nova Training offers a range of vocational courses. All vocational courses are City & Guilds Level 1 approved qualifications.

- Construction
- Motor Vehicle Maintenance
- Business Administration
- Customer Service
- Retail
- Hair & Beauty
- Hospitality

Work Tasters and Work Experience

All learners will be given the opportunity to undertake 'work tasters' at our workshops or with an employer. This will enable each learner to explore vocational options so they can make an informed decision about their next steps.

Work experience forms a mandatory part of the programme and each learner will be expected to undertake a substantial work placement to gain valuable experience.

Work placements aim to develop confidence, self-esteem and understanding in a professional environment. They will be expected to demonstrate commitment through basic aspects such as good time-keeping and a positive attitude.

Learners receive a progression bonus of £50 after 6 weeks in employment, apprenticeship or further training.

Learner Code of Conduct

To ensure that Nova Training can offer a programme of study that is safe and productive for all, we have outlined our expectations of all learners whilst studying with us.

Failure to adhere to the code of conduct may result in disciplinary action.

- Behave in a manner that is considerate, courteous and respectful to others
- Aim to achieve full attendance and be on time to all classes and placements
- Ensure you sign in and out of the centre at reception
- Comply with all course requirements and complete work to the required standard, including ALL functional skills assessments at the required time
- No hats, hoodies or caps to be worn in the centre at any time
- Appropriate clothing to be worn in centre and on placement at all times (including PPE where required)
- Food and drink to be consumed in designated areas.
- Energy drinks and high sugar drinks are not permitted in centre
- No swearing or inappropriate use of language and no violence or threatening behaviour
- Behave in a way that does not endanger yourself or others
- All Nova Training property to be respected at all times
- No smoking in centre or Nova Training transport (including E-Cigarettes)
- All mobile phones to be handed in to the tutor, unless instructed to use this as an educational tool.
- Nova Training are not responsible for lost or stolen property
- Parental consent forms must be completed for all learners
- All learners must represent Nova Training in an appropriate manner on external visits and while on work placements

Dress Code

We expect all Nova Training learners to demonstrate a dress style that is sensible, and appropriate for a professional learning environment or workplace.

Learners are not permitted to wear the following:

- Shorts
- Vest tops
- Mini-skirts
- Low-cut tops
- Crop-tops (no midriff showing)
- Flip-flops
- Baseball caps, hats and hoddies in class

Coats are not to be worn during session time, unless your Tutor has permitted you to do so. We will keep in regular contact with all parents and carers throughout the learners programme and please do not hesitate to contact your centre if you require any further information.