Dear Provider,

Please complete this form as accurate and as realistic as possible. NHS Education South Central decisions will be based on information provided on this form.

<table>
<thead>
<tr>
<th>Organisation</th>
<th>PETA Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td><a href="http://www.Peta.co.uk">www.Peta.co.uk</a></td>
</tr>
<tr>
<td>Website address</td>
<td>02392 454445</td>
</tr>
<tr>
<td>Contact person</td>
<td>Geoff Williams</td>
</tr>
<tr>
<td>Email address / phone number</td>
<td><a href="mailto:Gwilliams@peta.co.uk">Gwilliams@peta.co.uk</a></td>
</tr>
</tbody>
</table>

Please provide brief information on your Organisation’s Apprenticeship Provision History.

PETA Ltd has delivered training, advisory and consultancy services for over 38 years. PETA Ltd is a registered charity, directed by an executive council, elected from the Membership. It operates on a self-financing basis and is non-profit making, with funds reinvested to expand services and training. PETA Ltd is now one of the largest and most respected training organisations on the south coast, and continues to build on this reputation.

Services range from developing young people just starting out on their career right through to strategic planning for Directors and the provision of advisory services in HR, Training, IT and Health and Safety.

PETA Ltd has a Director who reports to a council elected from the membership. The running of Work Based Learning is delegated to the Work Based Learning Scheme Manager and is run as a separate part of the business. It has its own mission statement, working instructions and regulations pertinent to that part of the business, but is also expected to adhere to the overall company strategy, budget and business plan. PETA is an ISO, OHSAS and iIP registered company. The company currently employs 70 full-time staff; 41 of these are in Work Based Learning. PETA has an Equal Opportunities Policy and Disability Access Statement, which is augmented by Working Instructions. PETA was inspected by the TSC in June 1998, the TEC validation inspection in November 2000 and by the ALI in December 2001 and October 2005.

PETA has built on the strong foundations put down prior to the last inspection and is considered as a quality provider of training. It is well respected and is prominent throughout the Southeast. The staff are focused on the company mission, vision and values and work hard as a team to achieve them. PETA has centres close to a number of areas of deprivation, Havant – Leigh Park, Portsmouth – Dickens and Portsea, Winchester – Winnall and many of the more disaffected learners come from these.
Please detail all awards and accreditations you currently hold and sector/programme specific Awards. E.g. The Training Quality Standard, Ofsted Grades, e.t.c.

PETA is currently Working towards TQS and hopes to achieve this by the end of 2009. PETA was awarded a Grade 2 by the Adult Learning Inspectorate (ALI) and are currently awaiting an OFSTED inspection. PETA was awarded the Matrix Quality Standard for Information Advice and Guidance Services in October 2007 and also renewed their Investors in People award in this year. PETA also hold the following awards:

- Registered course provider for the BSC Level 2 Certificate in Risk Management
- CIEH – Centre Charter
- OCR – Approved Centre
- EAL - Approved Centre
- City & Guilds - Approved Centre
- NCFE - Approved Centre
- ECITB – Accredited Training Provider
- HSE Certificate Approval – First Aid Training and Qualifications
- IOSH Licence – Health & Safety for Work Placement Personnel
- IOSH Licence – Introducing you to Health & Safety
- IOSH Licence – Managing Safely in Construction
- IOSH Licence – Managing Safely v 3.0
- IOSH Licence – Safety for Senior Executives
- IOSH Licence – Working Safely v 3.0
- ISO 9001:2008
- OHSAS 18001:2007

Please provide details of Provision flexibilities that you can offer NHS South Central based on the three priority areas identified across NHS South Central using list of Frameworks attached

You will need to add the flexibilities you can offer and check the list of offer below.....
PETA currently deliver Level 2 and Level 3 Engineering and Business Apprenticeship, we can currently offer the following programmes:

- 102 - Business Admin Level 2 and 3
- 293 – Contact Centres Level 2 and 3
- 263 – Customer Services Level 2 and 3
- 322 - IT User Level 2 and 3
- 260 – Management Level 2 and 3
- 294 – Electrical & Electronic Servicing Level 2 and 3
- 106 – Engineering Level 2 and 3
- 283 – Industrial Applications (Performing Engineering Operations + Performing Manufacturing Operations) Level 2
- 116 – Maintenance Operations Level 2 and 3
- 363 – Warehousing and Storage Level 2 and 3
- Business Improvement Techniques
Please list resources required from NHS South Central

- Employer charge
- Supervisor / Mentor
- Access to candidates
- Access to sites to observe candidates
- Exposure for candidates to gather evidence of competency
- Apprentices to be available for 6 months full time, off the job training

Give details of evaluation plans

1. Recruiting through NAVMS (National Apprentice Vacancy Matching Service)
2. Initial Assessment/Induction
3. Learner and Employer Surveys
4. Learner and Employer surveys (Framework for Excellence)
5. IMS System (Quality)
6. Awarding Body IV and EV
7. Ofsted