Apprenticeship Providers Profile form

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>WEST BERKSHIRE TRAINING CONSORTIUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>CONSORTIUM HOUSE</td>
</tr>
<tr>
<td>Website address</td>
<td>7 CHEAP STREET, NEWBURY, BERKSHIRE, RG14 5DD <a href="http://www.wbtc-uk.com">www.wbtc-uk.com</a></td>
</tr>
<tr>
<td>Telephone Number</td>
<td>01635-35975</td>
</tr>
<tr>
<td>Contact person</td>
<td>Janice Powell</td>
</tr>
<tr>
<td>Email address / phone number</td>
<td><a href="mailto:Janice@wbtc-uk.com">Janice@wbtc-uk.com</a></td>
</tr>
<tr>
<td></td>
<td>01635-35975 (no Direct Dial number)</td>
</tr>
</tbody>
</table>

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

West Berkshire Training Consortium WBTC) was formed in 1983 by the (then) Newbury District Council and the local Chambers of Commerce, to meet the need for the provision of work opportunities, with training, for local young people and their employers.
Initially, the organisation had a Manpower Services Commission contract and, when responsibility for the training of young people transferred to the Training & Enterprise Council, we had a Contract with that organisation too.
We have been involved with Traineeships, Modern Apprenticeships, Starting Line and Skilltrain programmes in the past and now run Apprenticeship, Advanced Apprenticeship, Adult Apprentice, Train to Gain and Entry to Employment training programmes.
Over the intervening 26 years, we have held different short-term contracts for projects under the European Social Funding and also with the local Adult and Community Learning partnership funding.
We have been inspected 3 times since the introduction of the Common Inspection Framework; once by the Training Standards Council, once by the Adult Learning Inspectorate and once by Ofsted. At our last inspection (May 2008) we were Judged to be a Grade 2 Provider.
We are well respected by the Local LSC and members of our Senior Management Team serve on the South East Board of the Association of Learning Providers and the Thames Valley Regional Provider Network.
We are members of a Peer Review Group – something to which organisations can only be invited to join. Our group is formed of Grade 1 and Grade 2 work based learning providers. The Peer Review Group sends a representative to Regional Peer Review Group “Learn and Share” events, which results in Good Practice from a wide range of training providers being shared – for the benefit of all learners supported by the member organisations.
We currently have 385 Apprentices on our various programmes, ranging in age from 16 through to 59 (the top age limit being 64). We have many vocational trainers, assessors and verifiers directly employed by WBTC and are an Approved Centre to offer many vocational qualifications linked to Apprenticeship Frameworks.
We have a long and rich history of Apprenticeship Provision, with many of our former apprentices
returning to us as Employers; seeking our support to train the next generation of Apprentices.

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.

**Ofsted – Grade 2 Provider overall**  
The Matrix Standard (assessment due in August 2009)  
The Training Quality Standard (assessment due in September 2008)

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

**Health and Social Care (Children & Young People)**  
**Health and Social Care (Adults)**  
**Children’s Care, Learning & Development**  
**Advice and Guidance**  
**Business Administration**  
**Contact Centres**  
**Customer Service**  
**IT User**  
**Learning & Development (Direct Training Support)**  
**Management**  
**Warehousing and Storage**

For all the above, we could offer group training in your own premises, or learners could come to us if travel distance were sensible. We support learners 1:1 in the workplace. We have multiple options for delivery and always work with our customers to provide the service that they need.

**Electrotechnical**  
**Plumbing (MES)**

For these two qualifications, learners would need to travel to the assessment centre in Aldershot as the Technical Certificate and other assessments have to be taken under exam conditions.
Please list resources required from NHS South Central

If you wanted to have the training held on your own premises, you would need to provide us with an equipped training room (usual equipment, such as OHP and screen; computers for learners to use and desks/chairs)

Other than that, the only resources required are that every Apprentice must be assigned a Supervisor/Mentor whose role would be to act as the Apprentice’s champion to enable evidence collection opportunities (as identified by our Assessor). Also, the process would require that the Apprentice was given adequate time to meet their Assessor and to work on creating a portfolio; and the Apprentice and the Supervisor/Mentor must agree to a Quarterly Review meeting so that progress could be discussed in an open manner – to ensure full engagement of all parties and aid successful achievement of outcomes.

Give details of evaluation plans

Each year our organisation conducts a Self Assessment Reporting process, against the Key Questions of the Common Inspection Framework. This is a requirement in order to ensure continuous improvement following evaluation.

The Self Assessment Report leads to evaluative grades for each vocational area that we currently deliver and an associated Action Plan (which is called a Quality Improvement Plan)

In order to collect the evidence to be able to write this Self Assessment Report, evaluations of all aspects of the training cycle, for all Programmes, are conducted on an ongoing basis throughout the year. The data from these ongoing evaluations feeds into the overall Evaluations of the different vocational programmes. This process is well embedded and has been in place since the inception of the Common Inspection Framework (over 8 years ago).

The writing of each year’s Report takes place in early August, when the data for the academic year just past is closed and posted to the Provider Gateway, and is about to commence.