

# The Training Partnership



## THE TRAINING PARTNERSHIP 2015



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“It is not in the stars to hold our destiny but in ourselves.”

– William Shakespeare

## LOCATION

TTPL is located in the South West of England, in the beautiful county of Devon where we are surrounded by picturesque villages, beautiful beaches and wild open countryside. The cities of Exeter and Plymouth are a short distance away with great shopping and cultural experiences.

Our offices are based in Torbay in the seaside town of Torquay which boasts the title “The English Riviera” and is home to many tourist attractions and sightseeing adventures.

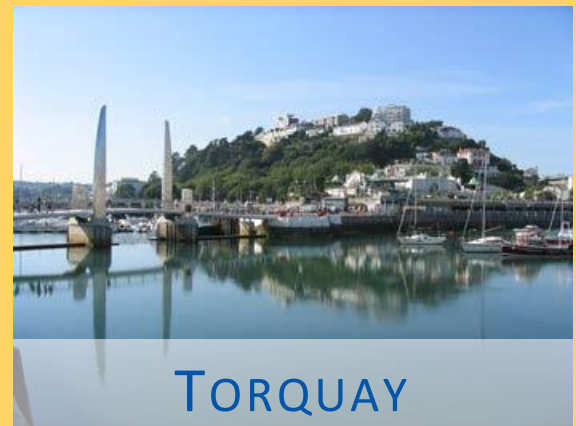
Our unique location allows us to provide a plethora of different opportunities for work and social development where participants can grow in a safe and friendly environment.



**WE ARE HERE!**



THATCHER ROCK



TORQUAY



COCKINGTON



## WELFARE AND TRANSPORT

### WELFARE



At TTPL welfare assistance is one of our biggest priorities. We have built our excellent reputation upon the level of care that we extend to our participants and partners.

Every participant is treated individually and we recognise that each one has their own needs which we always endeavour to assist with.

We have a very strong Welfare and Support programme which includes:

- ★ Carefully selected and supportive host families
- ★ 24/7 Emergency phone
- ★ Meeting by representative upon arrival
- ★ Welcome pack
- ★ Comprehensive welcome meeting
- ★ Accompanied work placement start
- ★ Accompanied visits to Doctor, Dentist etc.
- ★ Weekly Social meeting with all students
- ★ 'Open door' policy for all
- ★ Strict health and safety checks for work placements

### TRANSPORT

#### Arrival and Departure

South Devon has good public transport links or TTPL can provide a private Airport Transfer Service (advance booking is required) to and from the destination airport. Nearest airports are located at Exeter and Bristol, and London airports are approx. 3 hours travel. The host family or a TTPL member of staff will meet participants upon arrival and take them to their accommodation.

We recommend arrival at the weekend, as the "Welcome Meeting" is held on the Monday at the TTPL offices in Torquay.



#### Local Travel

We always try to place participants in accommodation near to their work placement, which could be within walking distance or a short bus ride away. We can arrange local travel passes for groups or individuals and these are distributed at the Weekly Social Meeting.

Further advice for travel to work is included in the Welcome Pack.



“Every situation has changed me as a person.”  
– David Beckham

## CULTURAL MEETINGS

### WEEKLY SOCIAL

Our weekly social meeting for participants provides the perfect opportunity to develop conversational English skills and make new friendships in a social setting. The costs are included within the full programme and participants do not have to pay anything further.

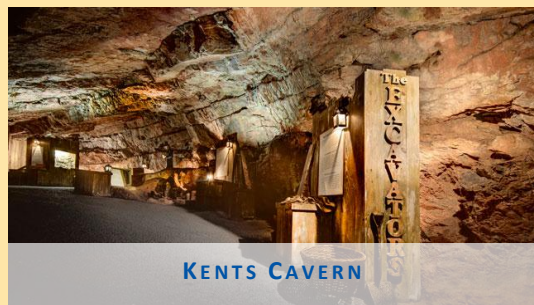
The meeting takes place on each Thursday and we undertake a wide variety of activities such as:



10 PIN BOWLING



CINEMA



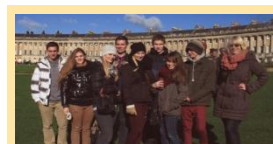
KENTS CAVERN

- ★ 10 Pin Bowling
- ★ Babbacombe Model Village
- ★ Paignton Zoo
- ★ Kents Cavern
- ★ Karaoke
- ★ Cinema
- ★ Quiz Night
- ★ Traditional “Devon Cream Tea”

### WEEKEND EXCURSIONS

We arrange bespoke weekend excursions according to your requirements and budget. These can be as many or as few as you wish to have included in your programme.

Examples of such trips are:



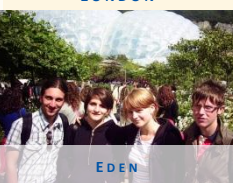
BATH



LONDON



EXETER



EDEN

- ★ Day trip to Bath
- ★ Exeter Cathedral and City centre
- ★ London day trip
- ★ Eden Project
- ★ Local tourist attractions
- ★ Trips to the beach!



## ACCOMMODATION

Leaving home and travelling to study in a new country can be a stressful experience and the choice of accommodation provider can impact on that drastically. Our families provide a safe and friendly environment for participants to develop their cultural and communication skills.

Accommodation can be arranged as required, for example, we endeavour to ensure we place vegetarians with a family that understands the restrictions. Likewise, if a participant is allergic to animals we place them into a family that does not have pets.

### Host Family Accommodation

We select our families carefully and all are regularly inspected by our Accommodation Officer, so that we offer the best experience possible to participants.

Families are asked to treat



their guests' like a member of their family and include them in their weekly activities if they wish.

Host Family accommodation can be:

- ★ **Half Board:**  
Breakfast and evening meal provided
- ★ **Full Board:**  
Breakfast, lunch and evening meal provided

### Self-Catering Accommodation

Participants who prefer more independent living can

be offered accommodation where they are responsible for their own laundry, cleaning, shopping and cooking.

This is usually within a family environment so that the participant can continue to improve their English skills and experience the English home life culture.

Shared apartments and houses may also be available for participants.



## WORK PLACEMENTS





## UNPAID WORK PLACEMENTS

The Training Partnership Ltd (TTPL) is an expert in the field of Vocational Education Training and we pride ourselves on the high standard of unpaid work placements we can offer across all sectors of industry.

Our dedicated work placement team is committed to managing an exceptional portfolio of work placement providers to ensure that participants experience the highest level of training possible.

All work placements are sourced according to each participants' requirements and existing skills. We then work with the placement provider to determine the role of the participant within their company, ensuring needs of the individual are met and the company also benefits from the experience.



After 16 years of successfully placing participants into local companies we have learnt that it is very important that expectations of all parties are clear. For this reason we ask participants to complete a Europass CV, application form and write a letter of motivation in English.

This allows us to establish the participants' English language capability and their exact requirements and relay these to the potential employer to ensure a successful match.



“You must be the change you wish to see in the world“  
—Gandhi

## WORK PLACEMENT SECTORS

Our vast portfolio of work placement providers covers many sectors and we are continuously updating and sourcing new sectors according to the requirements of our participants.

### An example of Sectors we use:

- ★ Accountancy
- ★ Administration
- ★ Architecture
- ★ Baker
- ★ Care Worker
- ★ Carpentry
- ★ Childcare
- ★ Dentistry
- ★ Ecology
- ★ Education
- ★ Engineering - CAD
- ★ Engineering - Electrical
- ★ Engineering - Electronics
- ★ Engineering - Telecommunications
- ★ Engineering - Vehicle
- ★ Environmental Studies
- ★ Finance
- ★ Graphic Design
- ★ Health Care
- ★ Hospitality
- ★ Human Resources
- ★ Import/Export/Foreign Trade
- ★ Information Technology
- ★ Journalism
- ★ Laboratory
- ★ Law
- ★ Manufacturing
- ★ Marketing
- ★ Media
- ★ Personnel
- ★ Pharmaceutical
- ★ Printing
- ★ Purchasing
- ★ Retail
- ★ Seamstress
- ★ Secretarial
- ★ Surveyor
- ★ Teaching
- ★ Tourism
- ★ Warehouse
- ★ Web Design
- ★ Youth Worker





## HEALTH AND SAFETY

### All of our work placements:

- (1) Abide by UK Health and Safety legislation by maintaining their Public and Employers Liability insurance coverage.
- (2) Have a clear Health and Safety policy which is displayed within the work space.
- (3) Provide a Health and Safety checklist to TTPL as evidence of adherence to legislation.
- (4) Provide a full induction that includes as a minimum:
  - ★ Introduction to their direct supervisor and work colleagues
  - ★ Introduction to toilets and rest areas, including rules for making or paying for refreshments
  - ★ A guided tour of the organisation premises
  - ★ Show the fire exits and fire evacuation route, external fire point meeting area and procedures, including any equipment such as fire extinguishers or blankets
  - ★ Demonstrate any personal protection clothing or equipment needed for the work placement tasks
  - ★ Introduce any Health and Safety and First Aid personnel
  - ★ Show where the First Aid Kit is kept
  - ★ Confirm hours of work, including rota systems if appropriate, rest breaks and lunch times
  - ★ Introduce any essential policies, procedures or practices
  - ★ What to do in the event of sickness or other absence
  - ★ Explanation of the management structure
  - ★ Explanation of the main role, products and services of the company
  - ★ How and where their work placement fits into the company
  - ★ Their main tasks, responsibilities and limits to their responsibilities
  - ★ Any other instruction or training they may need to fulfil their role



## QUOTES

Leaving home and travelling to study in a new country can be a stressful experience. Even though it may be something you have planned and prepared for, the extent of the change and the effect it has on you may take you by surprise. If you find you are surprised by the effects of the change, it might be helpful to realise that your experience is quite normal.

As you are in another country, some things will not be as you expect from home - that is not necessarily bad - just different. Be open-minded and enjoy the new experience. We call this the F.A.B principle – Be:

**FRIENDLY    ADAPTABLE    BRAVE**

“ I love my work placement and everyone is nice to me and I got plenty of work. I love Torquay!  
- Pia, German

“ My workmates make me happy all the time they are like a family.  
- María, Spanish

“ Now I am open to other people from other countries because I met English, Spanish, German and Italian people and all were so friendly. - Georg, German

“ I would recommend TTPL to other participants because there's no better way to improve your English in such a short time!  
- Carleen, German

“ My chances to work in a foreign country are higher now.  
- Josefina, German

“ I had the time of my life during these 4 months.  
- Tiffany, Dutch

“ I had difficulties especially with speaking and this training course helped me so much.  
- Erica, Italian

“ Now I know that I can live and communicate in a foreign country and culture. I don't need to have fears and I can absolutely trust myself more now. - Janine, German



### PRECIO: 810 euros

El alojamiento se desarrolla en familias cuidadosamente seleccionadas en distintas modalidades:

- **Régimen de media pensión** (desayuno y cena) y habitación doble: **203 euros/semana**
- **Alojamiento self-catering** (sin comidas), habitación doble: **154 euros/semana**

Suplementos:

- **Habitación Individual: 35 euros/semana** (disponibilidad limitada)
- **Habitación Superior** (hab. individual con baño privado): **50 euros/semana** (disponibilidad limitada)

### EL PROGRAMA INCLUYE:

- Practicas no remuneradas
- Alojamiento
- Pack bienvenida
- 24/7 teléfono emergencia
- Programa semanal de actividades sociales y culturales
- Asistencia y asesoramiento
- Certificado acreditativo de las practicas realizadas

### EL PROGRAMA NO INCLUYE:

- Vuelos
- Traslados y desplazamientos
- Seguro

**INSCRIPCIONES:** Los participantes deberán cumplimentar el formulario de inscripción debidamente, con 8 semanas de antelación al inicio del programa. Deberán remitir un CV y carta de motivación en inglés acompañando su inscripción en el programa. Nosotros te facilitaremos ambos modelos para facilitarte el trabajo.

Es importante que facilites 3 áreas de tu interés laboral en las que desees realizar tus prácticas, de esta forma podremos atender mejor tus expectativas.

La incorporación a tus prácticas de trabajo se produce en un plazo máximo de 2 días, después de tu llegada.

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TTPL IS A MEMBER OF THE FOLLOWING ASSOCIATIONS

