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## **Starting Your Learning Programme**

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## Advice sheet for learners

Starting your learning programme is exciting, but you may also be worried because it is a new experience.

It may help if you work out what you are going to do before you start.

Lots of learners tell us that the most difficult times for them in work and training is when they have unstructured time.

So we have put together some tips that you may find helpful.

## Remember to use your action plan outline to help you to know:

- **Where to go**
- **Who can help**
- **What you will need**

## Learners have told us that what has helped them is:

- Having information that can help them plan and know what they are meant to do.
- Having time before and after 'training/work' to discuss what has happened that day and any concerns or worries they might have.
- Having time to process information and being able to ask if they are not sure. It will help if you know who to ask if you are not sure about something.
- The Training Provider and Employer being flexible around break times so that they can go to the canteen or take breaks at quieter times. If this is worrying you, speak to your Tutor/ Assessor /Employer.
- Having a '**safe space**' to:
  - Chill out
  - Eat lunch
  - Go to if it is too noisy or bright
  - Meet up with other learners/colleagues around common interests.
  - Work on their own.

# Appendix 1 – Learner Action Plan

## Learner action plan for training and/or work

Starting training and work can be daunting, however in this guide you will find information and questions to help you get prepared. The action plan is split into 3 sections; 'Before starting your learning programme', 'During your learning programme' and 'After your learning programme'. Answer the questions and fill in the activities, when you get to training and/or work. Make sure the staff have gone through this action plan with you to make sure you get all the help you need.

This action plan can go with the other paperwork you might have to take to training, or work.

### Before Starting

**What course or vacancy to pick?**

Choosing a learning programme/apprenticeship vacancy can be difficult, however, things that you should consider include;

**What do you enjoy doing?** *Answer in the box*

*Tick the box if the answer is 'yes'*

**Is there a course/vacancy which includes this? .....**

*Tick the box if the answer is 'yes'*

**Have you got the right qualifications for the vacancy or course?...**

**What job would you like to do in the future?** *Answer in the box*

*Tick the box if the answer is 'yes'*

**Does the course you want to do help you towards doing the job you would like to do?.....**

***If you have ticked each of the boxes, the course you're looking at is probably right for you.***

**What Apprenticeship vacancy or learning programme to pick?**

Sometimes there might be more than one training provider or apprenticeship vacancy that offers the course you want to do. It's worth going to visit each of the providers.

Try considering the following questions when deciding which training provider and/or apprenticeship vacancy is right for you;

How far are you happy to travel? It might be easier for some people to keep travel time short and so choose the option closest to their home, however you may feel comfortable with travelling further.

*Tick the box for the travel time you're comfortable with*

**I don't want to travel very far, between 1-20 minutes**  
between home and work/training .....

**I don't mind travelling a little bit, between 21-40 minutes**  
between home and work/training .....

**I don't mind travelling for longer, 40 minutes or longer**  
between home and work/training .....

*Circle your answer to this question*

**Do you like the workplace or training environment?**  
You will be spending a lot of time in there, so try and pick the place you are most comfortable in ..... YES or NO

*Circle your answer to this question*

**Can the training provider support services meet your needs?**  
We all need help sometimes, so it is worth considering whether you like the learner support services ..... YES or NO

**Try to find a learning programme/apprenticeship vacancy that is within the travel time you prefer, and that you can answer yes to the questions.**

## How do I prepare for training and/or work?

Once you've found a learning programme/apprenticeship vacancy it's time to start preparing for the start of the programme.

Getting used to the training/work building can be difficult, but you can ask if you can visit more than once before you start if that would help you.

*Circle your answer to this question*

**Would you like to visit the training provider and/or workplace building before you start? .....** YES or NO

*Circle your answer to this question*

**Do you know how to arrange visiting the training provider and/or workplace before you start? .....** YES or NO

*If the answer is NO, ring or email the training provider and ask how you can arrange this.*

*Circle your answer to this question*

**Have you visited the training provider and/or workplace and feel comfortable with the building? .....** YES or NO

## Make sure you know how you are going to get to and from training and/or work.

*Circle your answer to this question*

**Which of these are you getting to training/work by :**

- Car
- Public transport (trains or buses for example)
- Special transport

*Answer in the box*

**What time do you have to leave in the morning? .....**

**How long will it take to get to training/work? .....**

**What time do you leave training/work in the afternoon? .....**

**How long will it take to get home? .....**

## Planning your new routine

It can be helpful to know what your routine will be when you're in training/work before you start. To prepare for the new routine you will be following during training/work, you might want to start following a similar routine for a few weeks before you start.

Fill in this general routine timetable to help you plan the structure of your day. This timetable doesn't include your lessons only the basic daily routine.

Activity	Time
Wake up	
Leave the house	
Start travelling to training/work	
Training/work starts	
Lunchtime	
Training/work ends	
Start travelling home	
Arrive home	
Go to sleep	