

# Basically...

Key Terms in Plain English

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## Pre-Employment Training (PET)

***A definition: Training programmes to get people the specific skills they need to move into work.***

### What is it all about?

Pre-employment training (PET) gets low skilled and/or unemployed adults work-ready so they can start a new job. The training is job focused and could last as little as a few hours depending on the needs of the individual. Once people are in work they can continue their learning with Train to Gain (see Basically... 5) or an Apprenticeship.

Pre-employment training can help people to gain the following:

- Vocational skills, focused on sectors i.e. health, retail, construction and transport
- Basic skills in literacy, numeracy or English language
- Job search skills such as CV writing and interview techniques
- Specific skills required by an employer and related to a particular job opportunity

Pre-employment training is an important part of a Local Employment Partnership (LEP) (see Basically... 2). LEPs enable direct links from pre-employment training into real job vacancies so the employer can recruit people with the right skills they need to do the job.

### What does this mean in real terms?

Pre-employment training funded by the Learning and Skills Council (LSC) includes programmes such as:

- **Employability Skills Programme (ESP):** Offers Jobcentre Plus customers Basic Skills (English, Maths and English language) and employability qualifications, such as team working or timekeeping.
- **Skills for Jobs (SfJ):** This is flexible provision, offering unemployed adults and Jobcentre Plus customers support and training to help them get a job. It is built around their needs and could be anything from interview techniques and IT skills to a security guard licence or book keeping qualifications. Work trials are sometimes included. The offer varies from area to area to meet local demand.
- From April 2009 the new **Train to Gain** flexibilities will provide 2-8 week programmes of short courses that aid progression into sustainable employment.

Pre-employment training may be a full or part time programme. Jobcentre Plus customers claiming JSA can do no more than two weeks full time training in a 52 week period. If training lasts more than two weeks full time it can continue but in no more than 16 hours per week.

### Want to find out more?

Pre employment training can be accessed from Jobcentre Plus or directly from training providers. A list of LSC PET providers can be found on the LSC South East website here:

<http://www.lsc.gov.uk/regions/SouthEast/whatwedo/Adult+learners/Integrated+Employment+and+Skills.htm>

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