

ANY OTHER BUSINESS??

EMPLOYERS

- Could an additional Apprentice help your business?
- Do you have any new staff in the 16 - 24 age bracket that you'd like to train & develop through the Apprenticeship program?

LEARNERS

- Would you like to take additional qualifications?
- Do you have a friend or colleague in the 16 - 24 age bracket who would like to do what you're doing? **Recommend a friend & we'll give you a £25.00 gift voucher!!!!!!**

Recommend a friend to join our Hairdressing or Beauty programmes in Birmingham & we'll give you £50!!!

IN THE FIRST INSTANCE CONTACT:

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KELLY ROAN (BEAUTY)**
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LEICESTER

**MARIA WILSON OR VICTORIA SOWER
(BEAUTY)**
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BIRMINGHAM

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HOET

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HEART OF ENGLAND TRAINING IS AN EQUAL OPPORTUNITIES EMPLOYER



INVESTOR IN PEOPLE



RECOGNISING ACHIEVEMENT

WORK BASED LEARNING AND APPRENTICESHIPS ARE FUNDED BY THE LEARNING AND SKILLS COUNCIL



HOET

Heart of England Training Ltd
www.hoet.co.uk

TRAINING NEWS

Wishing you a very

MERRY CHRISTMAS

From all of the staff at Heart of England Training

Coventry City Council programme success continues

Over 90 Business Administration Apprentices from Heart of England Training have participated in Coventry City Council's Young Persons Placement Scheme (YPPS) since it's launch. The scheme was introduced in September 1998 to address concerns that only 4% of the Council's 16,000 employees at that time were under the age of 25.

Since then well over 300 young people have passed through the programme with many staying on within the Council full time.

Young people in the 16 - 19 age bracket can find out more information about the two-year apprenticeship programme through our Coventry Centre. The next stage is a referral to the YPPS team - Sharon Walia, Nikki Quinn and Andria Miles who are based in Broadgate House in the City Centre. They will be interviewed, given advice on how to progress and asked to produce a CV before being shortlisted for vacancies.

"It's a great opportunity for young people" said Heart of England Training's Coventry Recruitment Adviser - Jean Ayrton.



Jean Ayrton and Coventry City Council's Sharon Walia

"There are often vacancies in all sorts of interesting departments from Whitefriars Housing, private companies, fraud, marketing or even working for the Chief Executive. And many of the apprentices that we've had in the past have continued onto some great jobs".

To find out more contact
 Jean Ayrton
 02476 - 630703



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NVQ & Apprenticeship Achievers

ADMINISTRATION NVQ

Dean Morris
Jaspreet Dhadha
Richard Nailor

I.T NVQ

Carrie McBean

Administration Apprenticeship

Kirstie Murray
Joanne Unsworth

CUSTOMER SERVICE NVQ

Angela Hind

HAIRDRESSING NVQ

Natasha Pycroft

BEAUTY THERAPY NVQ

Lyndsey Burke
Alison McCafferty
Kelly Stringer
Kayleigh Irvine
Terri Clark
Laura Brock
Stacey Barratt
Jemma Dodsworth
Nicola Coleman

Rachel Beazeley
Maria Mayes
Hannah Rawlinson
Lauren Griffiths
Katie Lee
Naomi Bramley
Lisa Luparia
Amelia Newham
Chantelle Harris
Kelly Roberts
Adele Gordon
Sophia Dominguez
Dianne Thomas
Kelly Stringer
Gemma Follard
Rebecca Dorrian

ENTRY 2 EMPLOYMENT

Dwayne McIndoe
Jenna Richards
Chris Perry
Lee Boffey
Rowan Minns
Faye Golding
Hollie Jones
Bianca Dimarino
Ismail Khalifa
Ishrat Rehman
Roland Laird
Nazia Bashir
Qubra Khatoon
Cheryl Margrett
Lucy Waller
Aysa Patel
Dwayne Wrighton
Chris Leach

WELL DONE ALL!!

And thank you to the following Employers of these young people for your support

Whitefriars Housing
Coventry City Council -
Council Tax Fraud Unit
Active Training

CHRISTMAS SHUTDOWN



We're having an extended Christmas break this year! The management team has negotiated a 2-week shutdown by way of a big thank you to all staff for their hard work during a great year.

**We will be closed for business -
Friday 17th December until Tuesday 4th
January 2005**

Careers Events

It's that time of year again and we've been out attending events around the Midlands to promote our programmes to prospective apprentices and employers. We've been everywhere this year from the Birmingham NIA to a marque in Coton Park in Nuneaton and Leamington Pump Rooms and the interest has been fantastic!

If you are an employer interested in taking on an apprentice now's the time to start thinking about it.

At each event lucky students are entered for a prize draw to win concert



Natasha Reddall's Father & Beauty Recruitment Assistant Manager Victoria Sower

tickets. Here's Birmingham winner - Natasha Reddall's father receiving her ticket to see will Young in concert at the NEC from Victoria Sower.

Entry 2 Employment Up-date

64% of young people leaving our Entry 2 Employment programmes to go to a positive destination. (job, apprenticeship or education).

"We have just completed the first year of the E2E programme and we are very pleased with the results to date" said Jan Gibson E2E Lead.

Recent training has included drug awareness, sexual health, and a motivational 'setting goals for your future' talk.

Rugby Business Administration Centre Manager - Jacqui Brennan was pleased with praise from the moderator on the first batch of 'Career planning certificates' to be passed also.

Can you offer a weeks work experience to a young person in your office or salon?

**Contact Jan Gibson on
01788 820141**

NEWS FLASH

New Staff

Welcome to the following new Heart of England Training staff - Business Administration Recruitment Advisor - **Yvonne Freeman** - Business Administration Trainer/Assessor - **Danny McAteer**, Rugby E2E Trainer - **Rachel Hales**, **Martin Middleton** - Head Office Apprentice. Office Junior, **Louise Gauld** - Birmingham Beauty Centre Manager, **Samantha Dickens** and **Debbie Diggins** - Birmingham Beauty Trainer/Assessors, **Sarah Follows** - Leicester Recruitment Advisor (hairdressing), **Janet Banks** - Hairdressing Trainer/Assessor and **Zoe Smith** - Rugby Beauty Centre Manager.

Staff Qualifications

Congratulations to Victoria Sower, Jan Gibson, Jean Ayrton, Linda Kearns and Rachel Lee on passing their level 1 counselling course at Coventry University (you know where to go now if you have any problems!)

All of our new training staff are now working towards their A1 training qualification units as set by the Training and development lead body under the guidance of Lorna Smith and Carol Evans Fisher.



'Learners of the month' - Teri Morgan, Michelle Kelly and Tina Simth

Students of the Month

The following students have all received the accolade of 'student of the month' and a voucher to recognise their efforts and motivation in their training - **Teri Morgan**, **Stephanie Mosely**, **Alexis Stevenson**, **Richard West**, **Michelle Kelly** and **Tina Smith**.

Website up-date...

The www.hoet.co.uk website is having a makeover. The new and improved site will be simple and easy to navigate, you'll be able to download this newsletter, apply for courses online, search for job vacancies and much more! We'll be re-launching in January 2005.

Big Congratulations to:

Rugby based Hairdressing Trainer/Assessor Emma Brown and her husband Karl on the birth of their 8lb 2oz baby son Peter.

Leicester Beauty Centre Manager Janie Button - (previously Hewitt) and her new husband Steve on their wedding in Leicestershire on 2nd October.



Emma & new arrival Peter

Substantial Investment In Beauty Therapy Programme

in our Coventry City premises will enabled us to offer up to 3 times as many student places.

"The interest in the beauty therapy programme has gone from strength to strength over the last 2 years and we have found that the only way to meet demand was a large scale expansion. Our existing premises are being extended through to the adjoining building and up-dated to a high standard. The work is due to be completed for January 2005" Said beauty therapy manager - Lisa Shepherd.

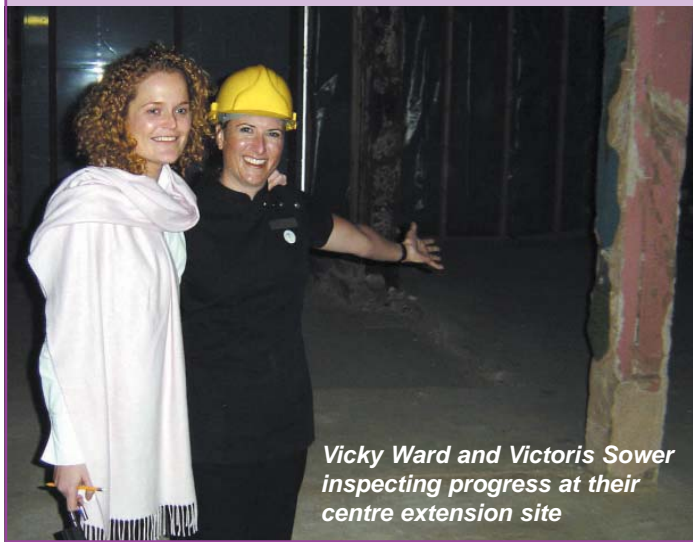
The interest in beauty in all of our centres has also generated the need for more staff and a new level of centre manager staff as follows - Vicky Ward -Coventry, Louise Gauld - Birmingham, Janie Button - Leicester and Zoe Smith - Rugby.

Beauty therapy qualifications are currently available at Levels 1 and 2 or as an Apprenticeship.

If you are interested in finding out more contact

VICTORIA SOWER
01788 820145

Further plans are in progress open another new training centre in Dudley, West Midlands in February 2005.



Vicky Ward and Victoris Sower inspecting progress at their centre extension site

Double Recognition for Leicester Salon in 2004

Shapes Professional hair Care based in Libra Parade, Birstall, Leicester has had an excellent 2004, receiving not one but two prestigious recognitions!

In March the salon was awarded the Investor in People standard by Leicestershire LSC and in June they followed this up with an assessment as a 5 star salon from the good salon guide. The salon which opened in 2002 offers a unique 7 day complete satisfaction guarantee.

For more information visit their excellent website at www.shapes-salons.co.uk