



FURTHER DETAILS

Training Centre

Ricide Training Centres normally comprise 2 or 3 IT laboratories in a central location which is served by public transport. In addition to the Training Laboratories, there is office accommodation. Each Training Laboratory has some 22 places for students.

Software and Hardware

Training Centres are equipped with Pentium PCs, and colour monitors. Most Centres run Windows XP and Office 2007. This software will also be used for commercial training in addition to courses which are free of charge at the point of delivery. We have introduced an Internet facility at all Centres, together with an on line City & Guilds testing facility.

Client Groups

The City & Guilds courses in Information Technology are normally provided free of charge. Most students are adults, with a slight preponderance of women over men, and with an average age of say 35.

Students do not normally have a history of achievement in education, and the courses seek to build confidence as well as technical skills. The training is 'ab initio' and assumes no previous computer or keyboard skills. Although some students will have office experience, there are many male students who have been skilled or semi skilled industrial workers.

All students attend the Training Centre on their own volition and the ambience is adult, lively and stimulating

Commercial Training

All Training Centres are encouraged to offer commercial training for firms and employed persons. There is an attractive remuneration package on offer for this work which normally takes place in the evening and Saturdays. Training Centres are expected to have the motivation and capability of developing this type of work on their own initiative without extensive support from Head Office.

Course Programmes

The main courses are the City & Guilds series of awards –
Start IT Entry Level 3 (4249) <http://www.cityandguilds.com/46604.html>
ITQ Level 1 and 2 Certificates for IT Users (7574) <http://www.cityandguilds.com/41999.html>
The courses are also available by evening class. Evening classes are normally 9 hours per week, spread over 2 evenings.

Students normally attend the Training Centres for some 2.5 days per week, This is regular, timetabled attendance. We do not operate on a 'drop in' basis.

Students are trained in groups and are encouraged to work with their peers. Tuition is a mix of Tutor led training and individual exercises and tasks.

The City and Guilds courses are based on students attempting a series of assessed exercises in a time controlled environment. These are marked by the Tutor and, if deemed a pass, are then internally verified. Students do not develop a personal portfolio.

We are accredited to run Adult Literacy & Numeracy awards for C&G. and have developed an impressive array of Learning / Assessment materials. These skills can be integrated into our mainstream C&G Diploma courses.

Learning Materials

All staff use our own renowned in house Learning Materials which are given to students in sections as they progress through the course. We have spearheaded an innovatory set of simulated on line C&G test materials. These are located at www.ricide.com. Indicative materials are available in the public section of the website. Most staff develop their own set of supplementary exercises.

The Learning Materials provide the main teaching aids for the courses. Tutors will pace the programme so that students have an opportunity to learn the appropriate skills and work through the Training Manual, prior to attempting the assessed exercises.

Staffing

Each Training Centre will normally have a Manager or Administrator. This person should coordinate the running of the Centre. If a Manager is in post, then he/she will normally have both training and administration expertise. The administration of student records is especially important.

Several Senior Tutors will be in post - see attached specification. These are sometimes assisted by Junior Tutors, who are often ex students wishing to embark on a training career.

An administrator is normally in post. He/she reports to the Manager and performs a secretariat service to the Centre.

Company Management

In addition to the Training Centres, there is a Head Office at Cardiff. This comprises accommodation for the Chief Executive and there is also a National Records Office.

The Records Office provides three main functions. Firstly, it assists staff to develop appropriate records which document student progress during the training programmes. Secondly, it maintains registers and student records in a central location. Thirdly, it performs an audit function.

Training Centres make monthly returns to the Records Office and the Office provides an Internal Verification service in respect of assessed exercises.

Autonomy and Devolution

As the Training Centres are some considerable distance away from the Records Office in Cardiff, it is essential that staff can be relied upon to work together as a harmonious team. Due to the small number of staff in some Centres, it is essential that staff adopt a flexible approach to their work and provide cover for absent colleagues. The company culture is different from that of a Further Education College. The maintenance of a correct and comprehensive student record system is of paramount importance to the company.