

Central  
Bedfordshire

**great**  
prospects

# Bedfordshire Employment and Skills Academy (BESA)



**A great place to live and work.**

Bedfordshire  
**Employment &  
Skills Academy**

# How can Bedfordshire Employment and Skills Academy support you?



**Bedfordshire Employment and Skills Academy (BESA) is the internal training provider within Central Bedfordshire Council.**

BESA can support you to access education and training to build skills that will improve employability, support career opportunities and enhance well-being. Our aim is to benefit communities and support the local economy.

## Our offer

BESA delivers work-based qualifications, apprenticeships, English and maths courses and qualifications, Multiply skills workshops, and employability support through the National Careers Service.

## We aim to provide:

- good quality, inspiring learning
- an inclusive and welcoming environment
- clear and effective communication
- building skills for further learning and work



**Rated  
'good'  
by Ofsted**



## Accredited qualifications

BESA delivers a range of sector-based qualifications, including:

- **Early Years qualifications** – for those working with 0–5-year-olds in a nursery, pre-school setting or as a childminder.
- **Teaching Assistant qualifications** – for those working in a school environment supporting children and young people in a classroom. This could include working as a one-to-one.
- **Residential Childcare Care qualifications** – for those working in a children's residential home.

These qualifications range from introductory to level 5, supporting your career journey. As these are work-based qualifications the most suitable one for you will depend on your job role.

Our work-based qualifications allow you to progress independently, using an e-portfolio system and support from a dedicated assessor.

We also deliver a range of short knowledge only qualifications that support Continuous Professional Development in specialist areas, including:

- Safeguarding and Prevent
- Understanding Autism
- Neuroscience in the Early Years
- Understanding Behaviour that Challenges

Our short knowledge-only qualifications are also suitable for those that are not working in a specific sector but would like to gain more knowledge in a specialist area for their own personal development.

“

*My assessor was amazing. I felt she was patient and provided me with useful links and study material. When I had assessments, my assessor was very polite, friendly and supportive. It felt great to have assessor with such knowledge!*

”

# Earn while you learn with an apprenticeship

An apprenticeship is a paid job where the employee is supported to learn the knowledge, skills and behaviours required for a specific job role.

Alongside on-the-job training, apprentices are given dedicated time per week for off-the-job training in the classroom, online or through self-study, which leads to achieving a nationally recognised programme.

Anyone aged 16+ can complete an apprenticeship. They're not just for school leavers; apprenticeships can be used to upskill in a current role or change career path.

## How will I benefit from an apprenticeship?

- Earn a salary whilst working towards a nationally recognised programme and gaining real experience in the workplace
- Learn key skills, knowledge and behaviours in your chosen field, through a mixture of on and off-the-job training
- Receive support from an experienced and dedicated assessor throughout your programme
- Likely to secure permanent, higher-paid employment after completing the apprenticeship

**100% of our apprentices gained employment of 16 hours or more after completing their programme (August 2021 – July 2022)**

BESA currently works in partnership with local employers to offer the following apprenticeships:

- **Business administration** – working in an admin-based role, usually in an office environment
- **Early Years Practitioner/ Educator** – working with young children in a nursery or pre-school
- **Teaching Assistant** – working in a school supporting students in the classroom

# Develop your English and maths skills

English and maths are considered to be functional skills. The word functional means 'practical and useful', and a skill is 'the ability to do something well'. All of our courses look at the practical application of English and maths in everyday life.

We offer short introductory courses to help you build confidence with English and maths skills, up to accredited Functional Skills level 2 qualifications (equal to GCSE grade 4 or C).

“

*My English tutor was patient and understanding. Also, I've found that I'm not as far off my study and learning skills, preparation and personal targets as I initially thought.*

”

- Develop your confidence in reading, writing, speaking, listening and communication in English
- Develop confidence with numbers, shape and space, measures and data – relevant to everyday and workplace tasks

Our courses are delivered to small groups with options to suit how you prefer to learn, with daytime and evening sessions available:

- class-based sessions in local community venues
- virtually on Microsoft Teams
- independent, flexible online learning with tutor support



Anyone aged

# 16+

can complete an apprenticeship



# Build confidence with maths and money skills through Multiply

We use maths in our everyday lives at work and at home. Our free Multiply workshops will support you to build confidence using key maths skills in your daily life. Choose from workshops delivered in-person or virtually and online courses to learn at a pace that suits you.

Delivered in partnership with Bedford Borough Council, the Multiply programme is designed for residents aged 19 and over, living or working in Central Bedfordshire or Bedford Borough who don't have a maths qualification (equal to GCSE grade C or 4+).

## Multiply workshops can support you to:

- Take the first steps to work towards a maths qualification
- Progress onto other higher-level training
- Access new career opportunities
- Feel more confident in your ability to use maths in your everyday life
- Manage your personal finances – including, budgeting, borrowing and saving
- Engage with your children's education and schoolwork



The Multiply programme is designed for residents aged

**19**  
and over



# Supporting you into work and learning

BESA has a dedicated team of careers advisors available to provide free, impartial, information advice and guidance for those aged 19 and over, looking for support in careers development and learning.

## Appointments can be offered on a

**1:1**

or group basis

# Further learning opportunities with our partner providers

BESA provides opportunities for adults to get involved in learning within the community. In particular, we aim to work with people who have not achieved a level 2 (or equivalent) qualification and/or are unemployed.

“

*The employability workshop is one of the best ones I have ever had regarding career coaching training. I can immediately use the knowledge I have gained for job applications.*

”

## The team can help you with:

- Writing CVs, job applications and cover letters
- Searching and applying for jobs
- Practicing interview skills
- Planning your career pathway
- Advice on courses and learning opportunities

Appointments can be offered on a one-to-one or group basis, with options for face-to-face or online support.

We work closely with other training providers who offer learning covering a number of topics. These can include: finding or changing employment, building confidence with English for those who speak other languages, IT skills, health, wellbeing and mental health, or those affected by homelessness.

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prospects

# Central Bedfordshire in contact

## Find out more

For more information about this publication, further copies, or a large print copy, get in touch.



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