

EMPLOYABILITY – Skills for Work



Programme overview

As well as offering a wide range of vocational and academic courses, we also offer a range of short courses and workshops, which thread through the whole of our college programme, embedding a wide range of employability skills, which you are able to develop to support you in getting into work or moving up the career ladder.

We have our own in-house Job Shop which have up to date vacancies of opportunities within the Borough as well, to further support your job searches.

All learners on all our programmes are offered one to one referral to one of our Job Shop Brokers for individual support with job finding and help with applications.

Our Programme offer.

Skills for Office and Retail

Our office and retail programme, provides you with all the skills you will need to work within a modern office environment or retail sector – the courses cover many different areas including communication, digital skills, customer service, health and safety plus other topics.

Introduction courses– this short course, inducts learners into The Adult College, providing key information about the college, policies and procedures. We also complete a skills assessment and quick scan assessment, to ascertain any learning support which may be needed. On completion of this course, you will progress to your next steps – this will be dependent on results of skills assessment.

E3 Award in Business and Retail – Your skills level needs to be at least E2 to join this course. This course takes you through basic skills required for working within any modern business environment. You will develop range of skills which will suit many job roles. E.g. Digital skills, planning, communication skills, retail.

Level 1 Certificate in Business and Retail – your skills level needs to be at least E3 to join this course, or you have completed E3 Certificate in business. This course provides a progression from E3, you will further develop your skills to include customer service, conduct at work, Health & safety, customer service in a retail setting amongst others.

Next step workshops – these short employability workshops are specifically focused on your vocational course and are offered to all learners who are about to complete their qualification. Within this workshop, we provide advice and guidance on where to look for jobs within the field you have just studied. Provide you with support in creating and completing an application and how to prepare for an interview. **Everyone who is enrolled onto a vocational course will be enrolled onto this workshop as well.**

ESOL Living and Working in UK - This suite of qualifications run from E1 – E3 with progression. The qualification gives learners a basic understanding of some key aspects of living and working in the UK. It is primarily aimed at learners who have arrived relatively

recently in the UK, who may also be learning English as an additional language, to help them integrate quickly and easily. Learners will develop an introductory understanding of the make-up of the UK, some key places within it, ways in which to meet people and the UK school system. You would receive an initial assessment with the ESOL tutor, and you will assign the correct level for your skills.

Essential Skills for getting a job – These short courses are aimed at all levels of learners, who are looking to apply for a job. These courses will prepare you to understand how to search for a job online and other places, create an appropriate CV and personal statement, job applications and provide interview training. All learners will also be offered a referral to our in-house Job Shop to acquire more bespoke training and up to date information on current job offers and opportunities.

SEND Preparing for Work – This is a specialist course, for Learners with Special Educational Needs. This course is specifically paced for Learners with learning difficulties and disabilities, who are looking to learn about preparing for work. The course covers a range of skills which will help an individual to develop the skills, understanding and behaviours suited to the world of work. Course will include lots of interactive role play, to provide learners with some real-life experiences within work.

Learners will also have access to our onsite Job Shop, which have up to date vacancies plus additional support in getting into work.

Food Hygiene Level 1 – Do you work in the food sector or somewhere food is prepared? Food safety isn't just about food preparation – it is about creating a safe environment at every stage of the food journey. This level 1 food hygiene course will give you a solid understanding of food safety training principles and practical skills that will help you maintain high standards in any food setting.

This course is a facilitated online course, meaning that you have a physical tutor with you, to help support you with your training and completion of your qualification. Upon successful completion of an online assessment, you will be provided with a certificate of completion. Ideally you should have an English level of E2-E3 in order to complete this certificate, there is a lot of information to digest and understand.

Food Hygiene Level 2 - this is a progression course from the one above, it is designed for anyone who works with or handles food and wants to meet the UK food training requirements. You will learn about the impact of food-borne illnesses, food safety hazards and contamination, food preservation, storage and temperature control as well as HACCP. This is a facilitated online course, meaning you have a physical tutor with you to support you with your training and completion of your qualification. You need to be at least Level 1 in English in order to enrol onto this course, as there is considerable amount of information to digest and understand. There is an assessment at the end of the course, in which you must achieve in order to gain your certificate.

Additional CPD workshops available

- Understanding the 4 areas of SEND
- Getting started with Makaton

- Dyslexia Awareness and Support
- Effective communication with SEND learners
- Understanding Mental Health in Young People
- COSHH
- Working with Challenging Behaviour in Children
- Working with different degrees of learning difficulties
- Paediatric First Aid (2 days)
- Digital skills workshops– Word, Graphics with CANVA, PowerPoint, Excel

What will I study?

Depending on the workshop or course you will be attending, you will study a range of relevant subjects, which will also include: Employability Skills, which will help support you to gain meaningful and sustained employment. Learn how to search for job vacancies within a specific area of employment. How to create an appropriate Personal Statement, relevant to the job role you are looking for. How to prepare yourself for employment.

Assessment method

Depending on the level of course you are enrolled onto, you will be assessed by a variety of methods; completion of short assignments or tasks, observation of practice, Question and Answer, completion of multiple choice questions. You will receive ongoing IAG (Initial Advice and Guidance) and progression advice throughout the courses and workshops.

Entry requirements

Next Steps workshops are only open to learners already enrolled onto a vocational course.

There are no specific entry requirements for any of our other employability courses.

What should I bring with me?

Learners should always bring a notebook and pen/pencil to write notes.
All classes are delivered face to face and learners will use the college computers to access online platforms.
If your course is fully online, you will need to have access to a lap-top and internet connections.

Key information

Code	Date	Time	Location	Full Price	Concession Price

Possible next steps

Following the successful completion of this course, you will be supported to enrol on to the most suitable level course for you, or provided with advise and guidance for your next steps.

Contact us

Our friendly staff can give you further advice and support.



email: adultcollegeenquiries@lbbd.gov.uk

call: 020 8270 4722

