

# EMPLOYABILITY – Skills for Work



## Programme overview

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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 B & D Works 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 the B & D works Brokers for individual support with job finding and help with applications.

### **Our Programme offer.**

#### **Hospitality and Catering**

These qualifications are intended to provide learners with a broad introduction to the hospitality and catering sector, equipping learners with underpinning knowledge and skills specific to the sector alongside a range of transferable employability skills as well as bitesize English and math's units. They are designed to support progression to further learning and ultimately to work in hospitality and catering or other related sectors.

**Introduction course**– 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.

**Level 1 Award in Hospitality and Catering** - Learners must be at level E2-E3 to progress onto this course. The course covers a range of subjects i.e. Customer service in the Hospitality Industry, Health and Safety and food safety awareness in Catering, Introduction to the hospitality industry.

**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.**

**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
- 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?

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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

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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

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**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?

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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

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Code	Date	Time	Location	Full Price	Concession Price
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**Possible next steps**

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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**

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Our friendly staff can give you further advice and support.



email: [adultcollegeenquiries@lbbd.gov.uk](mailto:adultcollegeenquiries@lbbd.gov.uk)



call: 020 8270 4722