

# EMPLOYABILITY

## 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 Employability Skills workshops, which allows you to assess your current skills, consider a variety of job vacancies and plan your future career.

Many of our vocation courses have employability as part of the course, but we also have standalone courses, which can help you develop a range of skills and confidence in looking, applying, and succeeding in getting a new job.

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.

**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 on a vocational course will be enrolled onto this workshop as well.

**Employability Basics** - these short workshops are open to anyone; they will provide generic advice and guidance about the employability market. You will cover: what skills you already have and how these can be transferred to a variety of job roles, where to search for jobs, how to create a CV, Personal Statement and Cover letter. Learn how to prepare for interviews and get the best out of the experience.

**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 and Level 2** – These courses are facilitated online courses, meaning that you have a physical tutor with you, to help support you with your training and completion of your qualification. These course are qualifications suited to those who are working within any food preparation environment and provide you with a certificate of completion.

**Skills for Logistics Level 1** - This course aim is to give learners knowledge and understanding and an introduction to the skills required in logistics to support progression to employment to an apprenticeship or to further study at a higher level. Learners will develop knowledge and understanding of the core areas of logistics and an introduction to the skills required in the logistics sector.

Additional workshops available

- Establishing Professional Boundaries
- Digital skills courses
- Paediatric First Aid
- Deaf Awareness
- Dyslexia Awareness

### **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.

## Entry requirements

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**Next Steps workshops** are only open to learners already enrolled on 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

## 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 advice 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

