

# 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 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

**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.

**Navigating the Job Market** – 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 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 courses are qualifications suited to those who are working within any food preparation environment and provide you with a certificate of completion.

Additional workshops available

- Establishing Professional Boundaries
- Digital skills courses
- Paediatric First Aid
- Deaf Awareness
- Dyslexia Awareness
- COSHH
- Manual Handling (general)
- Assisting and Moving people

### **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

## 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

