

SKILLS FOR EMPLOYMENT TRAINING CATALOGUE 2020/21



STOKE
ON
TRENT
COLLEGE

Skills for Employment

**ACCESS, ACHIEVE,
ASPIRE**

www.stokecollege.ac.uk



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Customer Eligibility: *Based on all the following criteria.....*

- 19+ (as of 31.8.2020)
- not currently in employment
- eligible to work in the UK
- Actively looking for work
- Customers **MUST** bring proof of ID & benefits with them to initial assessment.
- **Where a course is marked as a sector based work academy customers must attend all 3 elements of the academy-training, placement and guaranteed interview with the employer.**

How to apply:

Call 01782 227650 to book an appointment

**Taylor Building, Cauldon Campus, Stoke Rd, Shelton,
ST4 2DG
Telephone: 01782 227 650**

Please note – to ensure the safety of all visitors, learners and staff a series of social distancing measures have been put in place within all buildings on both Stoke on Trent College campuses to prevent the spread of COVID 19.



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Sector:	Health & Social Care
Course Title:	Level 1 Preparing to work in Adult Health & Social Care Sector Based Work Academy
Course Content:	<p>Level 1 Adult Social Care</p> <p>Communication in the workplace</p> <p>Understanding Equal Opportunities</p> <p>Understanding Diversity within Society</p> <p>Understanding Prejudice & Discrimination</p> <p>Understanding Motivation</p> <p>Understanding personal Awareness</p> <p>Using teamwork Skills</p> <p>Understanding what volunteering is about</p> <p>Time management</p> <p>Preparation for a Recruitment Interview</p>
Who is the Programme suitable for?	<p>Those wishing to gain basic qualifications for entering the caring profession, or refreshing knowledge within this industry</p> <p>We want to train skilled and understanding people who can work in the industry to meet and exceed industry needs. Using online and paper based activities to explore the industry, the skills and attitudes required for the industry and the role of the adult social care worker.</p> <p>You will learn about how adult health and social care is organised, delivered, and experienced across a range of sectors. Whether you're trying to gain employment or simply have a general interest, this Level 1 Award in Adult Social Care is designed to deepen your understanding and develop your practice. Together with this we will also provide you with the skills and ability to apply for jobs in this industry.</p>
Course Duration:	4 weeks
Number of days/hours per week:	5 days per week / 24 hours
Course Frequency:	Bi-Monthly dependant on employers
Assessment Method(s):	Assessment, test, portfolio
Entry Requirement:	High End Entry 3 English
Location of Training:	Taylor Building, Cauldon Campus, Stoke Rd, Shelton, ST4 2 DG
Progression Route:	Employment & further vocational training

Sector:	Information Technology & Administration
Course Title:	Level 2 Certificate in skills for further study in Business, Administration & Law Sector Based Work Academy
Course Content:	To include; <ul style="list-style-type: none"> • IT User fundamentals • Principles of maintaining a stationary stock • Principles of providing admin services • Making & receiving phone calls • Principles of supporting business events • Principles of personal responsibility • Managing information/ Producing documents • Using Teamwork Skills • Understanding Customer Service • Job seeking skills • Filing skills • Presentation skills • Presentation Software • Desktop publishing software
Who is the Programme suitable for?	Customers that wish to develop office skills and good business practices. The course covers various modules including principles of providing administration services, managing information and producing documents, supporting business events and data protection.
Course Duration:	4 weeks
Number of days/hours per week:	5 days per week / 24+ hours
Course Frequency:	Every 2 months
Assessment Method(s):	Portfolio building and continuous assessment Discussion, group work, reports & presentation
Entry Requirement:	English Level 1
Location of Training:	Taylor Building, Cauldon Campus, Stoke Rd, Shelton, ST4 2DG
Progression Route:	Employment & or further vocational training

Sector:	Progression/Support
Course Title:	New Leaf
Course Content:	<p>Accredited units from OCNWMR Entry 3 progression Award</p> <p>Budgeting, understanding motivation, developing confidence and self-esteem, looking at vocational areas and recognising employment opportunities.</p> <p>Assertiveness & decision making, volunteering and diversity in society.</p> <p>The course has been developed by the students themselves, selecting the areas they felt were most useful for their given situations.</p>
Who is the Programme suitable for?	<p>For lone parents or ESA customers looking to develop their skills and abilities.</p> <p>The focus is on the customers developing skills and adapting them enable them to look at themselves in a more positive light. It will help them understand how a variety of things can all contribute to motivate and build confidence in their own abilities. The course runs at convenient times to take into account childcare issues and school runs and is suitable for single parents looking to enhance their employability skills.</p>
Course Duration:	3 weeks
Number of days/hours per week:	5 days, Monday -Friday 10.00am-2.00pm
Course Frequency:	Quarterly
Assessment Method(s):	Workbooks
Entry Requirement:	High end Entry 2 Literacy skills
Location of Training:	Taylor Building, Cauldon Campus, Stoke Rd, Shelton, ST4 2DG
Progression Route:	Onto further training or volunteer placement activity.



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Sector:	Skills for Life
Course Title:	Digital Skills
Course Content:	<p>1 Day introducing IT to customers with no digital skills delivered in 2x 3 hour sessions.</p> <p>This small, single unit, qualification has been developed to support learners to develop digital skills within a life-related context.</p> <p>It will cover getting online, using a search engine, creating an online account, digital safety and basic online operations such as shopping.</p>
Who is the Programme suitable for?	<p>JCP customers with little or no digital skills</p> <p>The Basic Digital Skills Report 2018 found that around 4.3 million (8%) of the UK population have no Basic Digital Skills and 11.3 million adults (21%) do not have all five Digital Skills of:</p> <ol style="list-style-type: none"> 1. Managing information 2. Problem solving 3. Communicating 4. Creating 5. Transacting. <p>Having no or lacking digital skills is a barrier for adults in their careers.</p>
Course Duration:	2 x 3 hour sessions
Number of days/hours per week:	2x 3 hour sessions
Course Frequency:	Will run when 8 referrals
Assessment Method(s):	ILP
Entry Requirement:	Entry 2 Literacy
Location of Training:	Taylor Building, Cauldon Campus, Stoke Rd, Shelton, ST4 2DG
Progression Route:	Progression onto Entry Level 1 Literacy or job

Sector:	Skills for Life
Course Title:	ACE IT (Accredited Computer Experience Course)
Course Content:	Units at Entry 3 from the OCNWMR Progression award, including some basic IT to enable customers to access the Universal Job site and to look at their transferable skill set. It will include interview preparation and skills and looking at how to fill skill gaps in their CV. IT User Fundamentals Word Processing Developing Skills for Gaining Employment Using Email Course is 4 weeks to include progression onto OCNWMR Level 1 Award to allow consolidation of learning for customers.
Who is the Programme suitable for?	Customers that struggle with aspects of job search, application forms or interviews and who have limited IT knowledge. Customers will need to be at high end entry 2 literacy levels.
Course Duration:	3 weeks
Number of days/hours per week:	24 hours 9.00am-3.45pm Monday-Friday
Course Frequency:	Bi-monthly
Assessment Method(s):	Portfolio assessment
Entry Requirement:	High end Entry 2 Literacy
Location of Training:	Taylor Building, Cauldon Campus, Stoke Rd, Shelton, ST42DG
Progression Route:	Further training or into work



Sector:	Skills for Life
Course Title:	Adult Literacy & Adult Maths
Course Content:	<p>The program is designed to address gaps in a customer's literacy/ Maths at different levels. (E1, E2, E3 & Level 1) Customers will have an initial assessment and online diagnostic to identify the specific area of need.</p> <p><i>Literacy</i> <i>Writing</i> <i>Reading</i> <i>Speaking & Listening</i> <i>Maths</i></p> <p>The customer can access the specific area they need to improve.</p>
Who is the Programme suitable for?	Those at Entry Level 1 or upwards who wish to improve their skills in literacy
Course Duration:	Variable minimum 6 weeks up to 10 week maximum
Number of days/hours per week:	Part time provision over 4 days tailored to individuals need dependant on entry levels
Course Frequency:	Rolling program
Assessment Method(s):	Customers will have an initial assessment and online diagnostic to identify the specific area of need. Online test at end of provision
Location of Training:	Taylor Building, Caudon Campus, Stoke Rd, Shelton, ST42DG
Progression Route:	Further training in literacy/ vocational funded course or into work.



Sector:	Skills for Life
Course Title:	ESOL (English for Speakers of Other Languages) Pre-ESOL / Entry 1,2,3 & Level 1
Course Content:	<ul style="list-style-type: none"> • ESOL Training Personal Development tailored to client's needs • Job Search • Looking & acting the part in the workplace • Applying for jobs at Entry 1-Level 1 • Following Instructions in the workplace at Entry 1-Level 1
Who is the Programme suitable for?	Those who wish to improve on speaking & listening in English
Course Duration:	Pre Entry 20 weeks E1 – E2 18 weeks E3 – L1 18 weeks
Number of days/hours per week:	12 hours per week
Course Frequency:	Rolling program
Assessment Method(s):	An English language skills Assessment to determine appropriate qualification level.
Entry Requirement:	English for Speakers of Other Languages
Location of Training:	Taylor Building, Cauldon Campus, Stoke Rd, Shelton, ST42DG
Progression Route:	Further study, employment, successful Citizenship application



Sector:	Engineering
Course Title:	Performing Manufacturing Operations
Course Content:	EAL Level 1 PMO or Level 2 PMO Employability skills Performing Manufacturing Operations qualification Health & Safety at Work Developing manufacturing working relationships Getting ready for manufacturing operations Carrying out joining operations-including MIG welding of Butt joints, corner joints and T fillet welds Complying with statutory regulations
Who is the Programme suitable for?	Those who wish to gain base line practical welding skills to progress into employment or further training
Course Duration:	5 Weeks Full time
Number of days/hours per week:	4 days per week 9.30am-3.00pm Monday-Thursday
Course Frequency:	Bi-Monthly
Assessment Method(s):	An English language and Maths skills Assessment to determine appropriate qualification level.
Entry Requirement:	High end Entry 2 Literacy & Maths
Location of Training:	Engineering Dept, Burslem Campus, Moorland Rd, Burslem Stoke on Trent ST6
Progression Route:	Progression into job or progression to further qualifications

General Information

Please note customers cannot repeat qualifications and are enrolled onto courses subject to college conditions.

New definition of unemployed-

- They receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.
- They receive Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG).
- They receive Universal Credit, earn less than 16 times the National Minimum wage per week or £330 a month and are determined by Jobcentre Plus (JCP) as being in one of the following groups.
 - All Work Related Requirements Group.
 - Work Preparation Group.
 - Work Focused Interview Group.
- They are released on temporary licence (ROTL) and studying outside a prison environment and not funded through the Offenders' Learning and Skills Service (OLASS).
- Providers may also use their discretion to fund other learners if all of the following apply.
 - The learner receives other state benefits and earn less than 16 times the National Minimum Wage a week or £330 a month.
 - The learner wants to be employed and you are satisfied that the learning is directly relevant to their employment prospects and the local labour market needs.

Initial Assessment Client Interview:

Contact our booking s line on; 01782 **227650** for an Initial Assessment Interview & Basic Skills Assessment with a College Co-ordinator at **The Taylor Building, Cauldon campus, Stoke Rd, Shelton, ST4 2DG**

- Please allow 2 hours for an appointment
- Please note as courses are very short attendance is expected for the duration of the course.

Client successful @ Interview:

Clients will be invited to a Course Induction & given a full timetable of activities to include; course detail/job search activities/employability sessions & placement details (if appropriate)

Client unsuccessful @ Interview:

Acceptance onto courses is subject to client suitability & course availability. If your client is not accepted onto a course, they will be advised at the time. Please call us for more information if required.

Starting the course:

Clients are supported by a College Co-ordinator during their course.

Specialised support:

Clients have access to all support services within the College (e.g.; Learning Resource Centre, Learning Support, Careers, Counselling etc...)

We also have excellent links with other Providers if required, such as; Changes (mental health), Addaction (alcohol/drug issues) & many more.

EXPENSES

Funding is currently available for the following.....

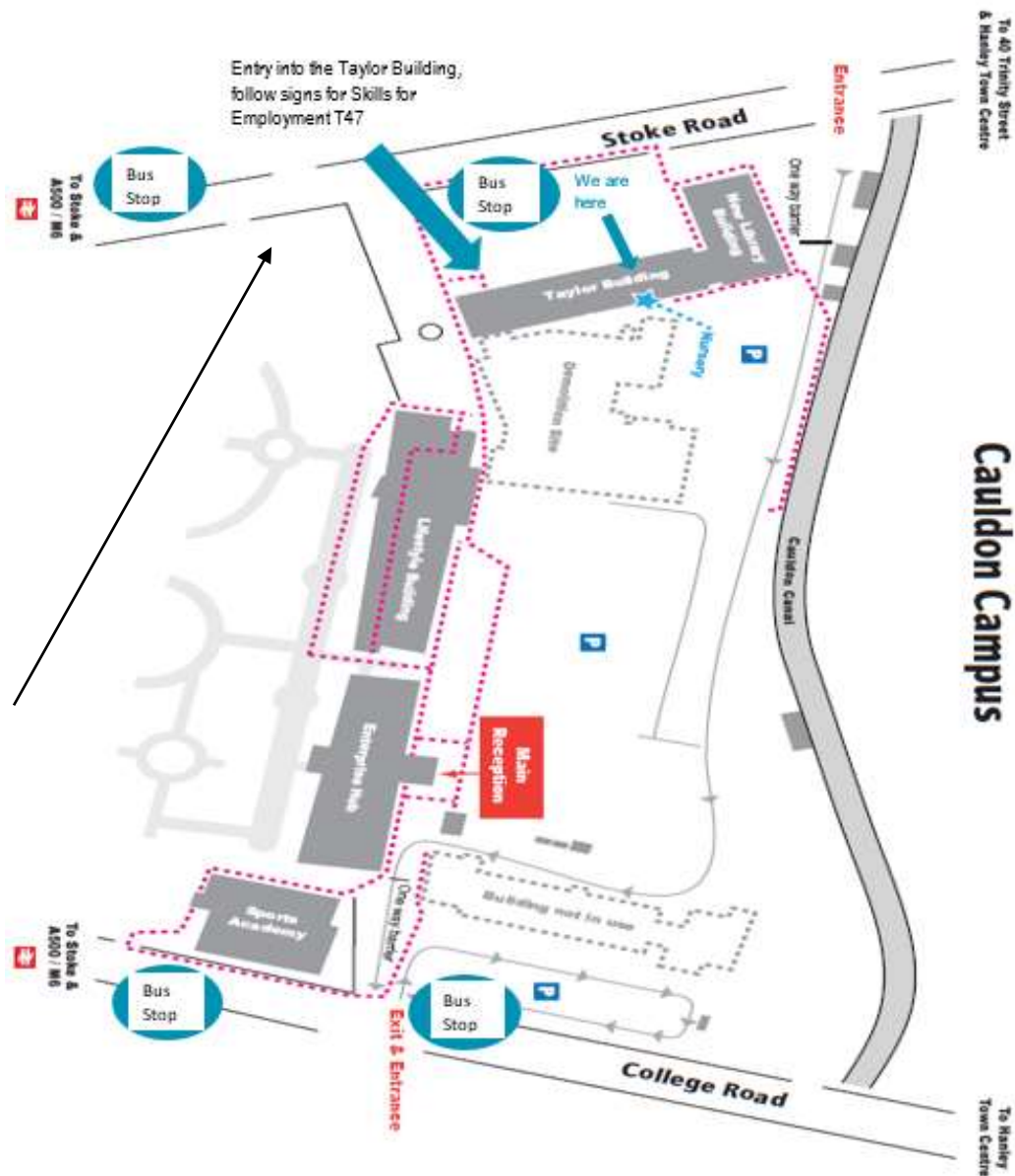
- **Travel** - if client referred by **Jobcentre Plus** direct payment from Job centre
- **Childcare costs** –covered by **Jobcentre Plus**
- Learning resources, Exam, Registration fees

How to find us

We are on Stoke Rd in Shelton on the main bus routes from Hanley (number 21 & 23) the bus stop is directly outside.

Bus 25 from Newcastle.

**Training & Recruitment Centre, Taylor Building, Caudon Campus,
Stoke Rd, Shelton, ST4 2DG
01782 227650**



**We are here.
Taylor Building.**

