

# SKILLS FOR EMPLOYMENT TRAINING CATALOGUE 2022/23



STOKE  
ON  
TRENT  
COLLEGE

Skills for Employment

**ACCESS, ACHIEVE,  
ASPIRE**

[www.stokecollege.ac.uk](http://www.stokecollege.ac.uk)



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

- 19+ (as of 31.8.2022)
- 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 the guaranteed interview with the employer.**
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**How to apply:**

**Call 01782 227650 to book an appointment**

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



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## **COURSES**

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<b>Sector:</b>	<b>Health &amp; Social Care</b>
<b>Course Title:</b>	<b>Level 1 Preparing to work in Adult Health &amp; Social Care Sector Based Work Academy</b>
<b>Course Content:</b>	<p>Level 1 Adult Social Care</p> <ul style="list-style-type: none"> <li>• Communication in the workplace</li> <li>• Understanding Equal Opportunities</li> <li>• Understanding Diversity within Society</li> <li>• Understanding Prejudice &amp; Discrimination</li> <li>• Understanding Motivation</li> <li>• Understanding Personal Awareness</li> <li>• Using Teamwork Skills</li> <li>• Understanding what Volunteering is about</li> <li>• Time Management</li> <li>• Preparation for a Recruitment Interview</li> </ul>
<b>Who is the Programme suitable for?</b>	<p>Those wishing to gain basic qualifications for entering the caring profession, or refreshing knowledge within this industry. 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>
<b>Course Duration:</b>	4 weeks
<b>Number of days/hours per week:</b>	5 days per week / 24 hours
<b>Course Frequency:</b>	Every 3 months dependant on employers
<b>Assessment Method(s):</b>	Assessment, test, portfolio
<b>Entry Requirement:</b>	High End Entry 3 Literacy
<b>Location of Training:</b>	Taylor Building, Caudon Campus, Stoke Rd, Shelton, ST4 2 DG
<b>Progression Route:</b>	Employment & further vocational training



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



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<b>Sector:</b>	<b>Skills for Life</b>
<b>Course Title:</b>	<b>Digital Skills for Life</b>
<b>Course Content:</b>	<p>Having limited digital skills is a barrier for adults in their careers. The 2018 digital skills report found that those without/lacking digital skills &amp; are less likely to progress in their careers</p> <p>The course covers</p> <ul style="list-style-type: none"> <li>• Using devices and handling information</li> <li>• Creating and editing</li> <li>• Communicating</li> <li>• Transacting</li> <li>• Being safe and responsible online</li> </ul>
<b>Who is the Programme suitable for?</b>	<p>Customers that struggle with aspects of job search, application forms or interviews and who have limited IT knowledge.</p> <p>Customers will need to be at Entry 3 literacy levels.</p>
<b>Course Duration:</b>	1 week
<b>Number of days/hours per week:</b>	<p>24 hours 9.30am-2.30pm Monday-Friday</p>
<b>Course Frequency:</b>	Bi-monthly
<b>Assessment Method(s):</b>	Online assessment
<b>Entry Requirement:</b>	Entry 3 Literacy
<b>Location of Training:</b>	Taylor Building, Cauldon Campus, Stoke Rd, Shelton, ST42DG
<b>Progression Route:</b>	Further training onto ACE IT or into work



<b>Sector:</b>	<b>Progression/Support</b>
<b>Course Title:</b>	<b>New Leaf</b>
<b>Course Content:</b>	<p>Accredited units from OCNWMR Entry 3 progression Award</p> <ul style="list-style-type: none"> <li>• Budgeting, understanding motivation, developing confidence and self-esteem, looking at vocational areas and recognising employment opportunities.</li> <li>• Assertiveness &amp; decision making, volunteering and diversity in society.</li> </ul> <p>The course has been developed by the students themselves, selecting the areas they felt were most useful for their given situations.</p>
<b>Who is the Programme suitable for?</b>	<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 account for childcare issues and school runs and is suitable for single parents looking to enhance their employability skills.</p>
<b>Course Duration:</b>	2 weeks
<b>Number of days/hours per week:</b>	5 days, Monday -Friday 10.00am-2.00pm
<b>Course Frequency:</b>	Quarterly
<b>Assessment Method(s):</b>	Workbooks
<b>Entry Requirement:</b>	High end Entry 2 literacy skills
<b>Location of Training:</b>	Taylor Building, Caudon Campus, Stoke Rd, Shelton, ST4 2DG
<b>Progression Route:</b>	Onto further training or volunteer placement activity.



<b>Sector:</b>	<b>Skills for Life</b>
<b>Course Title:</b>	<b>ACE IT</b> (Accredited Computer Experience Course)
<b>Course Content:</b>	<p>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.</p> <ul style="list-style-type: none"> <li>• IT User Fundamentals</li> <li>• Word Processing</li> <li>• Developing Skills for Gaining Employment</li> <li>• Using Email</li> </ul> <p>Course is 4 weeks to include progression onto OCNWMR Level 1 Award to allow consolidation of learning for customers.</p>
<b>Who is the Programme suitable for?</b>	<p>Customers that struggle with aspects of job search, application forms or interviews and who have limited IT knowledge.</p> <p>Customers will need to be at high end entry 2 literacy levels.</p>
<b>Course Duration:</b>	3 weeks
<b>Number of days/hours per week:</b>	24 hours 9.30am-2.30pm Monday-Friday
<b>Course Frequency:</b>	Bi-monthly
<b>Assessment Method(s):</b>	Portfolio assessment
<b>Entry Requirement:</b>	High end Entry 2 literacy
<b>Location of Training:</b>	Taylor Building, Cauldon Campus, Stoke Rd, Shelton, ST42DG
<b>Progression Route:</b>	Further training or into work





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<b>Sector:</b>	<b>Skills for Life</b>
<b>Course Title:</b>	<b>Adult Literacy &amp; Adult Maths</b>
<b>Course Content:</b>	<p>The program is designed to address gaps in a customer's literacy/ Maths at different levels. (E1, E2, E3 &amp; Level 1) Customers will have an initial assessment and online diagnostic to identify the specific area of need.</p> <ul style="list-style-type: none"> <li>• <i>Literacy</i></li> <li>• <i>Writing</i></li> <li>• <i>Reading</i></li> <li>• <i>Speaking &amp; Listening</i></li> <li>• <i>Maths</i></li> </ul> <p>The customer can access the specific area they need to improve.</p>
<b>Who is the Programme suitable for?</b>	Those at Entry Level 1 or upwards who wish to improve their skills in literacy
<b>Course Duration:</b>	6-week courses
<b>Number of days/hours per week:</b>	Part time provision over 4 days, tailored to individuals need dependant on entry levels
<b>Course Frequency:</b>	Rolling program
<b>Assessment Method(s):</b>	Customers will have an initial assessment and online diagnostic to identify the specific area of need. Online test at end of provision
<b>Location of Training:</b>	Taylor Building, Cauldon Campus, Stoke Rd, Shelton, ST42DG
<b>Progression Route:</b>	Further training in literacy/ vocational funded course or into work.



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

## **General Information**

**Please note customers cannot repeat qualifications already completed.**

### **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 1 hour 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.

### **Client unsuccessful @ Interview:**

Acceptance onto courses is subject to client suitability and 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.

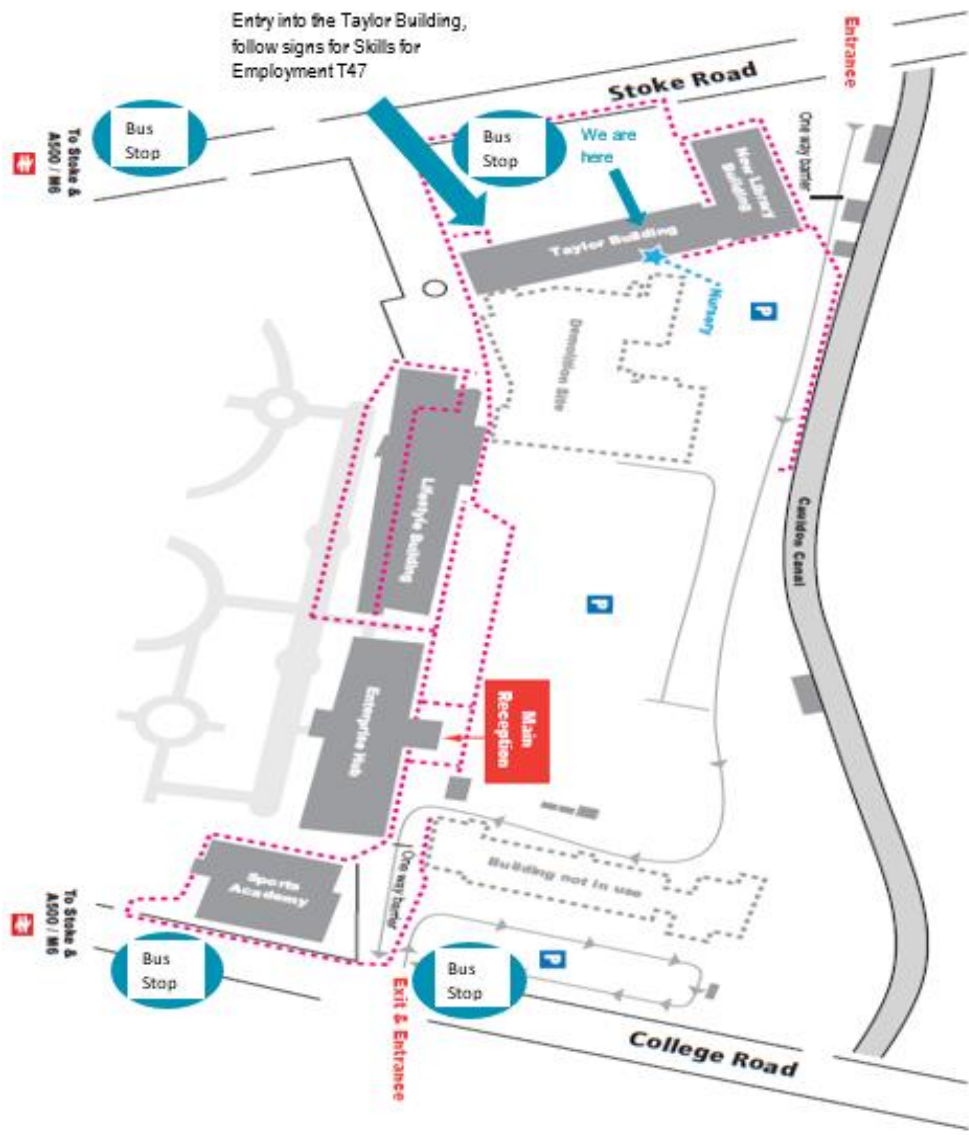
**Training & Recruitment Centre, Taylor Building, Cauldon Campus,  
Stoke Rd, Shelton, ST4 2DG**

**01782 227650**

To 40 Trinity Street  
& Hanley Town Centre

# Cauldon Campus

To Hanley  
Town Centre



To Stoke &  
A500 / M6  
Bus Stop

To Stoke &  
A500 / M6  
Bus Stop