

# Employment Services Course List

## August & September 2022



Course / Programme	Start Date	Duration	Location
<p><b>HEALTH AND CARE (SWAP): NHS</b></p> <p>Course covers</p> <ul style="list-style-type: none"> <li>• Health and safety awareness</li> <li>• Principles and values in health and social care</li> <li>• Person-centred support in health and social care</li> <li>• Service provision roles within health &amp; social care</li> <li>• Introduction to mental health</li> <li>• Working with others in Health settings</li> </ul> <p><b>Minimum requirements are a Level 1 English and maths</b></p>	<p>8th August</p> <p>9.30am To 2.30pm</p>	<p>3 Weeks</p>	<p>Virtual through Microsoft Teams, 1 day face to face in Taunton</p>
<p><b>SIA SECURITY, STEWARDING AND DOOR SUPERVISION</b></p> <p>Course covers</p> <ul style="list-style-type: none"> <li>• Level 2 Award in Working as a Door Supervisor</li> <li>• Level 3 Award in First Aid at Work</li> <li>• Level 2 NVQ Certificate in Spectator Safety</li> <li>• Customer service as a security guard</li> <li>• Characteristics of the private security industry</li> <li>• Safe working and legal requirements</li> <li>• Personal development &amp; the role security officer</li> <li>• Recognising, accessing and reducing risk</li> </ul> <p>Security officers work in a variety of roles including working in premises, security in sports venues, spectator safety and entertainment security and supervision. On completion of the course you will be guaranteed an interview.</p>	<p>15th August</p> <p>9.30am To 3.00pm</p>	<p>20 days including a Saturday</p>	<p>TAUNTON—Albemarle Centre - Albemarle Rd, Taunton TA1 1BA</p>

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<p><b>HEALTH AND CARE (SWAP): NHS</b></p> <p>Course covers</p> <ul style="list-style-type: none"> <li>• Health and safety awareness</li> <li>• Principles and values in health and social care</li> <li>• Person-centred support in health and social care</li> <li>• Service provision roles within health &amp; social care</li> <li>• Introduction to mental health</li> <li>• Working with others in Health settings</li> </ul> <p><b>Minimum requirements are a Level 1 English and maths</b></p>	<p>30th August</p> <p>9.30am To 2.30pm</p>	<p>3 Weeks</p>	<p>Virtual through Microsoft Teams, 1 day face to face in Taunton</p>
<p><b>Business Admin (Seetec) Entry level</b></p> <p>The primary purpose of this qualification is to provide you with the introductory knowledge and skills you need to operate as a successful business administrator. You'll develop skills in a range of areas relevant to business administration roles, such as communication, presentation skills, and providing administrative support. You'll develop the qualities and skills valued in employees by employers and you'll begin to understand and work on your strengths and weaknesses as a business administrator.</p>	<p>30th August</p> <p>9.30am To 2.30pm</p>	<p>4 days</p>	<p>Seetec Office—Weston Super Mare</p>
<p><b>CONSTRUCTING LIVES TOGETHER (CSCS)</b></p> <p>Course covers</p> <ul style="list-style-type: none"> <li>• Level 1 H&amp;S in a Construction Environment</li> <li>• CITB (Site Safety Plus) Health &amp; Safety Awareness</li> <li>• COSHH</li> <li>• CSCS Green Card</li> <li>• Employability skills for construction</li> </ul>	<p>30th August</p> <p>9.30am To 2.30pm</p>	<p>2 Weeks</p>	<p>Yeovil, Baptist Church, South St, Yeovil BA20 1QF</p>

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<p><b>PREPARING TO WORK IN SCHOOLS</b></p> <p>Course covers</p> <ul style="list-style-type: none"> <li>• Preparing to work in schools</li> <li>• Awareness in mental health</li> <li>• Safeguarding in education settings</li> <li>• British values</li> </ul> <p>These qualifications will prepare you for further learning and training, whilst developing an understanding of the teaching and learning environment in a school setting, how to support the well-being of a child or young person and the young person development.</p>	<p>30th August</p> <p>9.30am To 2.30pm</p>	<p>2 weeks</p>	<p>Virtual through Microsoft Teams</p>
<p><b>SIA SECURITY, STEWARDING AND DOOR SUPERVISION</b></p> <p>Course covers</p> <ul style="list-style-type: none"> <li>• Level 2 Award in Working as a Door Supervisor</li> <li>• Level 3 Award in First Aid at Work</li> <li>• Level 2 NVQ Certificate in Spectator Safety</li> <li>• Customer service as a security guard</li> <li>• Characteristics of the private security industry</li> <li>• Safe working and legal requirements</li> <li>• Personal development &amp; the role security officer</li> <li>• Recognising, accessing and reducing risk</li> </ul> <p>Security officers work in a variety of roles including working in premises, security in sports venues, spectator safety and entertainment security and supervision. Formative are working with us to find local people who would like a career in Security. On completion of the course you will be guaranteed an interview.</p>	<p>5th September</p> <p>9.30am To 3.00pm</p>	<p>20 days including a Saturday</p>	<p>BRISTOL</p>

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<p><b>CSCS—Green Labourers Card</b></p> <p>Course covers</p> <ul style="list-style-type: none"> <li>• Level 1 H&amp;S in a Construction Environment</li> <li>• CITB (Site Safety Plus) Health &amp; Safety Awareness</li> <li>• COSHH</li> <li>• CSCS Green Card</li> <li>• Employability skills for construction</li> </ul>	<p>12th September</p> <p>9.30am To 3.00pm</p>	<p>2 Weeks</p>	<p>Weston Skills Campus, Locking Road, BS22 8ND</p>
<p><b>LIVING IN THE COMMUNITY</b></p> <p>Rolling programme covering</p> <ul style="list-style-type: none"> <li>• Accessing commercial and financial services</li> <li>• Accessing health and helping services</li> <li>• Accessing leisure services and the countryside</li> <li>• Developing assertiveness and self-advocacy</li> <li>• Exploring the creative arts</li> <li>• Environment, gardening and outdoor pursuits</li> <li>• Knowing your local area and society</li> <li>• Pet care</li> <li>• Relationships, rights and responsibilities</li> <li>• Using public transport</li> <li>• Volunteering</li> </ul>	<p>Rolling Course</p>	<p>1 day a week</p> <p>This is a rolling programme – join any time and study the topics that you find interesting</p>	<p>The Greenway Centre, Southmead, Bristol, BS10 5PY</p>
<p><b>EMPLOYABILITY JOB CLUB</b></p> <ul style="list-style-type: none"> <li>• Active job search</li> <li>• CV Writing</li> <li>• Applying for jobs on Facebook, LinkedIn, Internet etc</li> <li>• Interview skills</li> <li>• General employability support</li> </ul>	<p>12th September</p> <p>9.30am To 2.00pm</p>	<p>One week</p>	<p>Weston Skills Campus, Locking Road, BS22 8ND</p>

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<p><b>Changes for Life</b></p> <p>Our main community education programme containing a Diploma in Skills for Work and Life and a Certificate in Citizenship and Well-being.</p> <p>180 hours, taught over 12 weeks.</p> <p>At present this is only available at the South West Skills Campus of Weston College.</p>	<p>12th September</p> <p>9.30am To 2.30pm</p>	<p>3 days per week for 12 weeks</p>	<p>Weston Skills Campus, Locking Road, BS22 8ND</p>
<p><b>E3 - English</b></p> <p>Ideal for those wanting to develop their English skills for work, to help family members, for example with schoolwork or making applications or to develop language skills for everyday conversation.</p> <p>The course includes:</p> <ul style="list-style-type: none"> <li>◆ Speaking listening and responding</li> <li>◆ Reading for purpose, meaning and information</li> <li>◆ Writing to communicate</li> </ul>	<p>12th September</p> <p>9.30am To 2.30pm</p>	<p>1 day per week for 6 weeks</p>	<p>Alexandra Parade, Weston Super Mare</p>
<p><b>Future You</b></p> <p>Award in Mental Health Awareness and Award in Personal Goal Setting.</p> <p>Do you have plans but aren't quite sure how to make them happen? Are there barriers to success that you need to overcome? If you are thinking about making changes to the way that you live and need some guidance or support in making it happen then this is the course for you.</p>	<p>12th September</p> <p>9.30am To 12.00pm</p>	<p>1 days per week for 6 weeks</p>	<p>Alexandra Parade, Weston Super Mare</p>

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<p><b>IAG Level 2</b></p> <p>Course content</p> <ul style="list-style-type: none"> <li>• Information, Advice or Guidance in Practice</li> <li>• Developing Interaction Skills for Information</li> <li>• Signposting and Referral in Information</li> <li>• Managing Information</li> </ul>	<p>12th September</p> <p>9.30am To 2.30pm</p>	<p>1 day per week for 12 weeks</p>	<p>Bristol Training Institute</p>
<p><b>Bridging the Gap</b></p> <p>Individualised Personal Development programme acting as a 'bridge' between the Solutions Programme and our more structure qualifications.</p>	<p>12th September</p> <p>9.30am To 2.30pm</p>	<p>2 days per week for 6 weeks</p>	<p>Alexandra Parade, Weston Super Mare</p>
<p><b>Entry 3 Maths</b></p> <p>Maybe you want to develop your math's skills for work, help family members with school work or develop maths for everyday convenience, banking, shopping or calculating income tax.</p> <ul style="list-style-type: none"> <li>• Understanding simple maths information in different situations</li> <li>• Selecting the right maths for answers</li> <li>• Using data</li> </ul>	<p>12th September</p> <p>9.30am To 2.30pm</p>	<p>1 day per week for 6 weeks</p>	<p>Alexandra Parade, Weston Super Mare</p>

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<p><b>Business Administration Level 2</b></p> <p>Course content</p> <ul style="list-style-type: none"> <li>• Understand how to develop working relationships with colleagues.</li> <li>• Understand how to prepare text.</li> <li>• Principles of business document production and information management.</li> <li>• Understand how to carry out business administration tasks.</li> <li>• Understand employer organisations</li> </ul>	19th September	1 evening a week for 10 weeks	Weston Skills Campus, Locking Road, BS22 8ND
<p><b>Skills for English</b></p> <p>This two day per week course is designed for those wanting to develop their knowledge of the English Language. Underpinned by the national standards for adult literacy this qualification can help support you into employment. And is especially designed for those on a journey to achieving their GCSE in English.</p>	19th September  9.30am To 2.30pm	2 days per week for 6 weeks	Weston Skills Campus, Locking Road, BS22 8ND
<p><b>Youth Work Practice Level 2</b></p> <p>Course content</p> <ul style="list-style-type: none"> <li>• Explain the ethical conduct and principles in youth work.</li> <li>• Describe the social change in youth development work.</li> <li>• Know the National Youth Agency (NYA).</li> <li>• Know the mental health of youth workers.</li> <li>• Deal with stress.</li> <li>• Know the role and approaches of youth workers.</li> </ul>	19th September  10am To 3.00pm	1 day per week for 14 weeks	Bristol Training Institute