



Course	Duration	Day	Time
Weekly IT and digital skills			
Computers for Beginners	Ongoing	Wednesday	9-10.45am
Entry Level 3 Essential Digital Skills for Work	Ongoing	Wednesday	11am-1pm 1.30-3.30pm
Level 1 and 2 ICDL (Word & Excel)	Ongoing	Thursday	9.30am-12pm 1-3.30pm
April Courses			
FLT Counterbalance	Ongoing	Monday-Friday	9am-5pm
Confidence and Motivation	Ongoing	Friday	9.30-10.45am 10.45am-12pm
Level 2 Business Administration & Finance	8 weeks, from 22 April	Tuesday	9.30am-2.30pm
Mental Health Awareness (with YouthFed)	1 day, 7 May	Wednesday	9.30am-2pm
Young Person's Mental Health (with 3D Training)	5 weeks, from 25 April	Friday	9.30am-2.30pm
L2 Teaching Assistant Information Day	1 day, 19 May	Monday	10am-1pm
May Events			
The Hub & JCP Job Fair (The Port Arcades)	1 day, 23 May	Friday	10am-12pm
Functional skills			
Functional Skills Maths (Level 1 and Level 2)	12 weeks, from 29 April	Tuesday	9.15-11.45am
Available courses (subject to interest)			
Level 1 & 2 Customer Service	Pathway to Work	Functional Skills English	Level 3 First Aid
Leisure & Hospitality	L1 Skills for Logistics	CSCS Construction	Functional Skills English



Course overviews

Steps To Work (Work Zone registration)	Registration at the Work Zone. The session looks at your skills, knowledge and employment history to develop an action plan for your future.
Computers For Beginners	Learn to use a keyboard and mouse, access the internet and develop your browsing skills, create and send emails.
Essential Digital Skills For Work (Entry Level 3 and Level 1)	Improve your confidence and skills by learning to use devices and handle information. The course covers creating and editing documents, online communications and transactions (buying and selling online) and being safe and responsible online.
International Certification of Digital Literacy (ICDL): Word and Excel (Levels 1 and 2)	ICDL is an essential qualification covering the main concepts and skills in word processing and spreadsheets. The course covers creating, formatting, editing and saving files. After completing Level 1 you will be given the option to progress to Level 2.
Fork Lift Truck Counterbalance and Reach	During this six day course you will be trained to use Fork Lift Trucks and on completion you will receive certification.
Introduction To Construction (CSCS)	This three day course has been designed to provide an overview of the industry and the size and scope of organisations in the sector. It covers teamwork skills and Health and Safety procedures for this high-hazard environment. You will need a passport photo or photo ID for your online test application.
Emergency First Aid	This course covers resuscitation (adults, children and babies), the recovery position, choking and how to locate and use an automated external defibrillator.
Award in Child Development (Level 1 and Level 2)	Aimed at those interested in early years childcare. You will learn about the link between children's learning and development, and play activities that support and encourage at each stage. The course also includes an introduction to special educational needs.
Award in Customer Services (Level 1 and Level 2)	This three day course looks at what makes good and bad customer service. You will learn how to interact with customers and deal with complaints.
Pathway to Health and Wellbeing (Part 1 and Part 2)	The course covers the importance of a balanced diet for a healthier lifestyle and how activity improves emotional and mental wellbeing. You will build confidence and self-esteem through use of short term goals and action planning. You will have the opportunity to achieve an Award in Living and Work Skills.
Mental Health Awareness (Level 2)	Break down myths and misconceptions. Issues covered include: stigma; self-esteem and confidence; anxiety, stress and depression; self-care and mindfulness.
English Functional Skills Qualification (Accredited – all levels)	Many employers require an English qualification. This course will give you the essential knowledge, skills and understanding to feel confident in the workplace. Entry Level 3, Level 1 and Level 2 are recognised by employers with Level 2 being the equivalent of Grade C at GCSE.
Maths Award (Accredited – Entry levels 1, 2 and 3)	This course will increase your confidence with everyday maths. The course is work-based and you will work through a portfolio of skills to achieve the qualification. All units covered underpin the functional skills award.
Maths Functional Skills Qualification (Accredited – Entry level 3; Levels 1 and 2)	This qualification provides you with the knowledge, skills and understanding to operate confidently and independently with numeracy in everyday life and work. Level 1 and 2 are recognised by and often requested by employers, with Level 2 being the equivalent of Grade C at GCSE.
Prepare for Interview	This course starts by looking at your current situation and looks at positive thinking and how to challenge your barriers. You will identify a short-term career goal and complete preparation work for interviews. The course includes a mock interview with feedback.
Pathway to Business Administration (Level 1)	This four day course develops practical and theoretical skills for an office or receptionist environment. It covers all aspects of business communication and the digital skills required for administrative work.