



October 2026

| Course                                                                                   | Start date, duration    | Day              | Time                            |
|------------------------------------------------------------------------------------------|-------------------------|------------------|---------------------------------|
| <b>Weekly IT and digital skills</b>                                                      |                         |                  |                                 |
| E3 and L1 Essential Digital Skills Qualification (EDSQ)                                  | Weekly                  | Thursday         | 9.15-11.45am                    |
| <b>October Courses</b>                                                                   |                         |                  |                                 |
| L3 First Aid At Work                                                                     | 12 October (2 weeks)    | Monday           | 9.30am-1.30pm                   |
| Art and Mindfulness                                                                      | 16 October (4 weeks)    | Friday           | 9.30-11.30am                    |
| Art and Mindfulness                                                                      | 16 October (4 weeks)    | Friday           | 12-2pm                          |
| L3 Introduction To Construction and Crafts (CSCS) Enrolment day – <i>sector specific</i> | 26 October              | Monday           | From 9.30am                     |
| L3 Introduction To Construction and Crafts (CSCS) <i>sector specific</i>                 | 3 November (3 sessions) | Tuesday-Thursday | 9.30am-3.30pm                   |
| Maths courses                                                                            | Date TBC                | Enrolling now    | Speak to staff for more details |
| English courses                                                                          | Date TBC                | Enrolling now    | Speak to staff for more details |
| IT courses                                                                               | Date TBC                | Enrolling now    | Speak to staff for more details |



## Overview of available courses (subject to interest)

|                                                                                         |                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Steps To Work</b><br>(Hub registration)                                              | Registration at a Skills and Employment Hub. The session looks at your skills, knowledge and employment history to develop an action plan for your future.                                    |
| <b>Digital Skills For Life</b><br>(Entry Level 3 and Level 1)                           | This is a course designed to support learners using digital skills in everyday life. The focus is on skills outside of work, so learners can carry out everyday personal and household tasks. |
| <b>Digital Functional Skills</b><br>(Entry 3 and Level 1)                               | This course covers using devices, managing information, communicating online and solving digital problems. Useful for adults who need foundational digital knowledge.                         |
| <b>Maths Functional Skills Qualification</b><br>(Accredited – Entry 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.                                |
| <b>Maths Award</b><br>(Accredited – Entry levels 1, 2 and 3)                            | This course will increase confidence with everyday maths. You will work through a portfolio of skills to gain the qualification. Units covered underpin the functional skills award.          |
| <b>English Functional Skills Qualification</b><br>(Accredited – all levels)             | This course will give you the essential knowledge, skills and understanding to feel confident in the workplace.                                                                               |
| <b>English Award</b><br>(Accredited – Entry levels 1, 2 and 3)                          | This course will increase confidence with everyday English. You will work through a portfolio to gain the qualification. Units covered underpin the functional skills award.                  |
| <b>Interview Skills</b><br>(open to all)                                                | You will identify a short-term career goal and complete preparation work for interviews. The course includes a mock interview with feedback.                                                  |
| <b>Award in Customer Services</b><br>(Entry 3 and Level 1)                              | These courses look at what makes good and bad customer service. You will learn how to interact with customers and deal with complaints.                                                       |
| <b>Food Safety</b><br>(Level 2)                                                         | This course provides basic food Hygiene training. On completing the final exam you will gain an accredited Level 2 Food safety certificate.                                                   |
| <b>Business Administration</b><br>(Level 1 and Level 2)                                 | This course develops skills for an office or environment, covering all aspects of business communication and digital skill required. Level 2 develops these skills further.                   |
| <b>First Aid</b><br>(Level 3)                                                           | This course covers resuscitation (adults, children and babies), the recovery position, choking and how to locate and use an automated external defibrillator.                                 |
| <b>Award in Child Development</b><br>(Level 1 and Level 2)                              | Aimed at those interested in early years childcare. You will learn about children's learning and development. The course includes an introduction to special educational needs.               |
| <b>Health and Wellbeing</b><br>(Entry 3 and Level 1)                                    | The course covers the importance of diet and activity for a healthier lifestyle. You will have the opportunity to achieve an Award in Living and Work Skills.                                 |
| <b>Teaching Assistant Qualification</b><br>(Level 2) <i>Enquire for 26/27 enrolment</i> | Study through face to face workshops alongside your paid or voluntary role in a school setting. Must have GCSEs A-C in English and maths (or assessed at Level 2).                            |
| <b>Skills for Logistics</b><br>(Level 1)                                                | Examining available opportunities in the sector and the way employment is structured. Develops understanding of how goods are picked, assembled, packed and distributed.                      |
| <b>Introduction To Construction CSCS</b><br>(Level 2)                                   | This three day course provides an overview of the industry and covers Health and Safety procedures. Passport photo or photo ID needed for your online test application.                       |