



June 2026

Course	Start date, duration	Day	Time
<b>Weekly IT and digital skills</b>			
Digital Functional Skills (Entry 3 and Level 1)	21 April (12 weeks)	Tuesday	9.30am-12.30pm
<b>June Courses</b>			
L2 Childcare	2 June (5 Sessions)	Tuesday	9.30am-2.30pm
L1 Business Administration Enrolment session	5 June	Friday	9.30am-11.30am
L1 Business Administration	12 June (6 Sessions)	Friday	9.30am-2.30pm
Pathway to Work Enrolment session	1 July	Wednesday	9.30am-11.30am



## Overview of available courses (subject to interest)

<b>Steps To Work</b> (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> (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> (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> (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> (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> (Accredited – all levels)	This course will give you the essential knowledge, skills and understanding to feel confident in the workplace.
<b>English Award</b> (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> (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> (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> (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> (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> (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> (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> (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> (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> (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> (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.