



February 2026

Course	Duration	Day	Time
<b>Weekly IT and digital skills</b>			
Digital Functional Skills	14 January (ongoing)	Wednesday	9am-12pm
ICDL	14 January (ongoing)	Wednesday	12.30-2.30pm
<b>February Courses</b>			
Maths Functional Skills	14 January (12 weeks)	Wednesday	9-11.45am
Maths Award	14 January (8 weeks)	Wednesday	12.15-2.30pm
English Functional Skills	15 January (12 weeks)	Thursday	9.15-11.30am
English Award	15 January (8 weeks)	Thursday	12-2pm
L1 Business Administration	23 January (5 weeks)	Friday	9.30am-2.30pm
Construction and Crafts (CSCS)	2-4 February	Monday-Wednesday	9.30am-4pm
Interview Skills	23 February	Monday	10am-2pm
Pathway To Work	24 February-24 March	Tuesday	10am-2pm
Teaching Assistant Course information day	24 February	Tuesday	1-3pm
Level 2 Teaching Assistant	Enrolling for September 2026	To be confirmed	To be confirmed





# Skills and Employment Hubs

## 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>International Certification of Digital Literacy (ICDL): Word and Excel (Levels 1 and 2)</b>	ICDL is an essential qualification covering the main elements of word processing and spreadsheets: creating, formatting, editing and saving files. Progression to Level 2.
<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, Level 1 and Level 2)	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.