



May 2026

| Course | Start date, duration | Day | Time |
|---|------------------------------|--------------------------------|-----------------|
| Weekly IT and digital skills | | | |
| Digital Functional Skills (Level 1) | 22 April (12 weeks) | Wednesday | 12.30-2.30pm |
| Essential Digital Skills Qualification (EDSQ) (Entry 3) | 22 April (ongoing) | Wednesday | 9.30-11.30am |
| May Courses | | | |
| Health and Wellbeing (Entry 3) | 29 April-7 May (2 sessions) | One Wednesday and one Thursday | 9.30am-2.30pm |
| Food Hygiene (Entry 3) | 13 May | Wednesday | 9.30am-2.30pm |
| Level 2 Teaching Assistant | Enrolling for September 2026 | To be confirmed | To be confirmed |



Overview of available courses (subject to interest)

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| Steps To Work (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. |
| Digital Skills For Life (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. |
| Digital Functional Skills (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. |
| International Certification of Digital Literacy (ICDL): Word and Excel (Levels 1 and 2) | ICDL is an essential qualification covering the main elements of word processing and spreadsheets: creating, formatting, editing and saving files. Progression to Level 2. |
| Maths Functional Skills Qualification (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. |
| Maths Award (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. |
| English Functional Skills Qualification (Accredited – all levels) | This course will give you the essential knowledge, skills and understanding to feel confident in the workplace. |
| English Award (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. |
| Interview Skills (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. |
| Award in Customer Services (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. |
| Food Safety (Level 2) | This course provides basic food Hygiene training. On completing the final exam you will gain an accredited Level 2 Food safety certificate. |
| Business Administration (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. |
| First Aid (Level 3) | 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 children’s learning and development. The course includes an introduction to special educational needs. |
| Health and Wellbeing (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. |
| Teaching Assistant Qualification (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). |
| Skills for Logistics (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. |
| Introduction To Construction CSCS (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. |