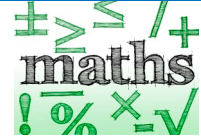




# Bolton College Pre-Employment Training

## TERM 2: January to March 2020



### Adult and Community Learning

IT, English and maths assessments, barrier busting, skills for employment information, advice and guidance with direct enrolment on to skills conditionality courses and other training.

#### Booking Hotline: to reserve a course place ring 01204 48 2444:

- Specify the course, venue & start date
- Make an enrolment appointment to finalise the booking
- Identify booking and leave referrer contact details (e.g. JCP, ESF, LGF or other)

Most courses will accept a late start date subject to guided learning hours

1. Course listings skills conditionality pre-employment training courses with qualifications
2. Course listings skills conditionality English, maths & IT computing skills
3. Course listings pre-employability job seeking skills tasters
4. Course listings other training and qualifications
5. Course listings health and wellbeing (suitable for Working Well & Health)
6. Course overviews

### 1. Skills Conditionality Pre-Employment Training Courses with Qualifications

No.	Course	Start Date, Time, Duration & Venue	Contact	Skills Conditionality
	Cleaning and Health & Safety Skills for Work Level1	Monday to Friday 16 <sup>th</sup> March 2020 to 20 <sup>th</sup> March 2020 9.30am – 15.00pm – 1 Week Deane and Derby Centre CR762-CLPC	Saheeda Kaduji Deane & Derby 01204 482444	
	Office Skills – Find Out About	Wednesday & Thursday 15 <sup>th</sup> January 2020 to 23 <sup>rd</sup> January 2020 09.30am – 15.00pm – 2 Weeks Deane & Derby Centre CR765-CLPC	Saheeda Kaduji Deane & Derby 01204 482444	
	Office Skills Award Level 1 –AIM AWARD	Wednesday & Thursday 29 <sup>th</sup> January 2020 to 5 <sup>th</sup> March 2020 9.30am – 15.00pm – 5 Weeks Deane & Derby Centre CR767-CLFS		



## 2.Skills Conditionality English, Maths & Computing Skills

Computers for Beginners	Monday 20 <sup>th</sup> January to 30 <sup>th</sup> March 2020 13.00pm -16.00pm -10 weeks Deane and Derby Centre CR741-CLDL  Tuesday 21 <sup>st</sup> January 2020 to 31 <sup>st</sup> March 2020 13.00pm -16.00pm -10 weeks Deane and Derby Centre CR742-CLDL	Saheeda Kaduji Deane & Derby 01204 482444	
Computers for Beginners	Monday 20 <sup>th</sup> January 2020 to 30 <sup>th</sup> March 2020 09.00am -1200 noon -10 weeks Brownlow Fold Centre CR740-CLDL	Shirley Pinches Brownlow Fold 01204 482444	
An Introduction to Publishing	Monday 13 <sup>th</sup> January 2020 to 10 <sup>th</sup> February 2020 13.00pm -16.00pm – 5 weeks Brownlow Fold Centre CR515-CLDL		
Computers for Beginners	Tuesday 4 <sup>th</sup> February 2020 to 31 <sup>st</sup> March 2020 09.00am -12.00 noon -8 weeks New Bury Centre CR739-CLDL	Sam Khan New Bury 01204 482444	
Computer and Online Basics	Wednesday 17 <sup>th</sup> January 2020 to 20 <sup>th</sup> March 2020 12.00noon – 15.00pm – 9 weeks Deane & Derby Centre CR364-CLFS	Saheeda Kaduji Deane & Derby 01204 482444	

## 3.Pre-Employability – Job Seekers Tasters

Nail That Application	Tuesday 3 <sup>rd</sup> March 2020 to 10 <sup>th</sup> March 2020 13.00pm – 16.00pm – 2 Weeks New Bury Centre CR862-CLPC	Sam Khan New Bury 01204 482444	Pre-employment Taster
-----------------------	--	--------------------------------------	-----------------------

## 4.Other Training - Training Courses and Qualifications

Find Out About Supporting and Mentoring Adults in Learning	Wednesday 26 <sup>th</sup> February 2020 to 4 <sup>th</sup> March 2020 09.30am – 12.30pm – 2 Weeks Deane & Derby Centre CR357-CLPC	Saheeda Kaduji Deane & Derby 01204 482444	Skills for Working in Adult Learning
Understanding Community Interpreting Level 1 ASCENTIS	Thursday and Friday 16 <sup>th</sup> January to 3 <sup>rd</sup> April 2020 09.15am – 12.15pm –10 weeks Deane & Derby Centre CR728-CLFS	Saheeda Kaduji Deane & Derby 01204 482444	Skills for Working in the Community
Supporting & Mentoring Adults in Learning Level 1	Wednesday 11 <sup>th</sup> March 2020 to 15 <sup>th</sup> July 2020 09.15am – 12.15pm – 15 weeks Deane & Derby Centre CR360-CLFS		



Advice and Guidance Level 1 Award	Monday 20 <sup>th</sup> January 2020 to 15 <sup>th</sup> June 2020 13.00pm – 16.00pm – 16 weeks Deane & Derby Centre CR361-CLFS		
Supporting & Mentoring Adults in Learning Level 2	Thursday 23 <sup>rd</sup> January 2020 to 23 <sup>rd</sup> April 2020 09.15am – 15.00pm – 10 weeks Brownlow Fold Centre CR801-CLFS	Shirley Pinches Brownlow Fold 01204 482444	
Volunteering Skills and Community Level 1 Award	Friday 10 <sup>th</sup> January 2020 to 15 <sup>th</sup> May 2020 09.15am - 12.15pm – 15 weeks Deane & Derby Centre CR805-CLFS	Saheeda Kaduji Deane & Derby 01204 482444	
Volunteering Skills, Work & Community Level 1 Award	Wednesday 18 <sup>th</sup> March 2020 to 15 <sup>th</sup> July 2020 13.00pm – 16.00pm – 15 weeks New Bury Centre CR863-CLFS	Sam Khan New Bury 01204 482444	
Mental Wellbeing – Level 1 Award	Monday 03 <sup>rd</sup> February 2020 to 23 <sup>rd</sup> March 2020 09.15am – 12.15pm – 7 weeks New Bury Centre CR505-CLFS	Sam Khan New Bury 01204 482444	

### 5. Health and Wellbeing – Suitable for Working Well, Work & Health Programmes

Aromatherapy for Health and Wellbeing	Wednesday 29 <sup>th</sup> January 2020 to 01 <sup>st</sup> April 2020 09.15am – 12.15pm – 9 weeks Brownlow Fold Centre CE307-CLPS	Shirley Pinches Brownlow Fold 01204 48 2444	
Five Ways to Health and Wellbeing	Thursday 27 <sup>th</sup> February to 2 <sup>nd</sup> April 2020 09.15am – 12.15pm – 6 weeks New Bury Centre CE317-CLPS	Sam Khan New Bury 01204 48 2444	
Let's Talk - Men's Wellbeing	Monday 13 <sup>th</sup> January 2020 to 10 <sup>th</sup> February 2020 12.45pm – 15.45pm – 5 weeks Brownlow Fold Centre CE542-CLPS	Shirley Pinches Brownlow Fold 01204 48 2444	
Find Out About Introduction to Mental Wellbeing	Monday 24 <sup>th</sup> February 2020 to 2 <sup>nd</sup> March 2020 09.15am – 12.15pm – 2 weeks Brownlow Fold Centre CE552-CLPS	Shirley Pinches Brownlow Fold 01204 48 2444	
Mental Wellbeing – Level 1 Award -	Monday 03 <sup>rd</sup> February 2020 to 23 <sup>rd</sup> March 2020 09.15am -12.15pm – 7 weeks New Bury Centre CR505-CLFS	Sam Khan New Bury 01204 48 2444	



## Course Overviews

### **Cleaning and Health & Safety Skills for Work Level 1** **(NCFE 60052077)**

This course supports individuals in developing the skills and knowledge valued by employers for working in the cleaning sector.

Learners need to be at least at Entry 3 level in English and be able to attend all dates.

#### **Learning will focus on the following topics:**

- Understand the roles and responsibilities for health and safety in the workplace
- Understand risk assessment and identifying hazards
- Working with others in a team
- Communicating positively in the workplace
- Using good interpersonal skills at work
- Identifying the role of the cleaner and good cleaning standards
- Identifying different types of cleaning tasks and roles
- Deciding which area of cleaning you would like to work in
- Preparation for a job application and interview

**Work Experience available for Skills for Employment ESF/LGF learners on this course**

**Venue: Deane and Derby Community Learning Centre, Board Street, Bolton, BL3 5EH**

**To book a place ring: 01204 482 444**



## **Office Skills Award Find Out About**

This course is aimed at learners who want to gain the essential knowledge, skills and experience which will help them to find employment working in a business and administrative environment.

**You will have an introduction to the following topics:**

- Business administration in the workplace
- Word processing and keyboarding

**Venue: Deane and Derby Community Learning Centre, Board Street, Bolton, BL3 5EH**

**To book a place ring: 01204 482 444**



## **Office Skills Award Level 1 (Aim 60121403)**

This course is aimed at learners who want to gain the essential knowledge, skills and experience and a qualification which will help them to find employment, working in a business and administrative environment.

This course is suitable for learners at entry 3 or above.

It is recommended that learners attend the Find Out about Office Skills course, or an interview will be required to assess entry level requirements.

### **You will develop skills in the following topics:**

- Business administration in the workplace
- Word processing and keyboarding
- Communication skills in a business administration setting
- Producing a portfolio of evidence

• **Venue: Deane and Derby Community Learning Centre, Board Street, Bolton, BL3 5EH**

- **To book a place ring: 01204 482 444**



## Computers for Beginners

The Computers for Beginners course is about building your computer confidence. The skills and confidence gained will help learners to use a computer more confidently to find employment opportunities and will develop skills that will help at home and work. The course will start from the basics and you will learn how to type and make simple changes. You will also learn how to surf the web and send emails. During the course, you will also have the opportunity to try out other applications. You will also look at ways to stay safe online.

This course is suitable for learners at entry 2 or above. This course is for those who have no or very little experience of using a computer.

### **You will cover the following topics:**

- Open different applications
- Use MS Word to produce simple edited documents and store, retrieve and print documents
- Use the WWW to help locate employment opportunities & related information
- Recognise the importance of staying safe online
- Use a web based email system to create and send emails

**Venue: Brownlow Fold Community Learning Centre, Eskrick Street, Bolton, BL1 3EF**

**To book a place ring: 01204 482 444**

**Venue: Deane and Derby Community Learning Centre, Board Street, Bolton, BL3 5EH**

**To book a place ring: 01204 482 444**

**Venue: New Bury Community Learning Centre, Buckley Lane, Farnworth, Bolton, BL4 5PR**

**To book a place ring: 01204 482 444**



## Computer and Online Basics

The Basic Computing for the workplace course is about building your computer confidence and understanding basic computer terminology. You will create documents using different computer software applications to help you at home and within the workplace. You will also learn how to surf the web and send emails to help you to find employment opportunities.

### **You will cover the following topics:**

- Understand basic computer parts and key input devices.
- Know how to set up a computer and use hardware devices.
- Understand common computer terminology.
- Know career opportunities for those who are IT literate.

**Venue: Deane and Derby Community Learning Centre, Board Street, Bolton, BL3 5EH**

**To book a place ring: 01204 482 444**





## **Introduction to Publishing**

This publisher course is about building your creative digital literacy and computer confidence. The skills and confidence gained you will gain will help you use Microsoft Publisher more competently at home for leisure and work. This course will start from the basics.

### **You will cover the following topics:**

- How to use the wizard and readymade templates to create a greeting card.
- Use different formatting tools to change the text and pictures.
- Create two different documents types. E.g.: Poster, newsletter or calendar.
- Create a poster without using templates by utilising text and picture boxes.

**Venue: Brownlow Fold Community Learning Centre, Eskrick Street, Bolton, BL1 3EF**

**To book a place ring: 01204 482 444**



## **Supporting and Mentoring Adults in Learning - Find Out About**

This inspiring 2 week taster course will give you an insight into the role of the mentor and explore the job opportunities available within this area.

### **You will cover the following topics:**

- Job opportunities in supporting and mentoring adults
- The role of the mentor

**Venue: Deane and Derby Community Learning Centre, Board Street, Bolton, BL3 5EH**

**To book a place ring: 01204 482 444**



## **Supporting and Mentoring adults in Learning**

### **Level 2 – Find Out About**

This inspiring 2 week taster course will give you an insight into the role of the mentor and explore the job opportunities available within this area.

#### **You will cover the following topics:**

- Job opportunities in supporting and mentoring adults
- The role of the mentor

**Venue: Brownlow Fold Community Learning Centre, Eskrick Street, Bolton, BL1 3EF**

**To book a place ring: 01204 482 444**



## **Supporting and Mentoring Adults in Learning Level 1 Award**

This course offers students the opportunity to develop an understanding of supporting and mentoring adults in a variety of learning environments. This ten week course will assist you in a better understanding of the role of a mentor and help you to become aware of the skills needed to become an effective mentor of adults in an educational setting.

**The course content will cover the following units:**

- Responsible Work Practices
- Equality and Diversity
- Peer Mentoring

**Venue: Deane and Derby Community Learning Centre, Board Street, Bolton, BL3 5EH**

**To book a place ring: 01204 482 444**



## **Supporting and Mentoring Adults in Learning Level 2 Award**

This course offers students the opportunity to develop an understanding of supporting and mentoring adults in a variety of learning environments. This ten week course will assist you in a better understanding of the role of a mentor and help you to become aware of the skills needed to become an effective mentor of adults in an educational setting.

### **The course content will cover the following units**

- Responsible Work Practices
- Equality and Diversity
- Peer Mentoring

**Venue: Brownlow Fold Community Learning Centre, Eskrick Street, Bolton, BL1 3EF**

**To book a place ring: 01204 482 444**



## **Understanding Community Interpreting Award Level 1** **(Ascentis)**

This is a 10 week course that offers the opportunity for learners who are speakers of other languages to learn about the area of Community Interpreting. Learners may wish to study this subject as they have an interest in the topic or they may wish to use the qualification as a stepping stone to becoming a Community Interpreter.

It is recommended that learners attend the Find Out about Understanding Community Interpreting course, or an interview will be required to assess entry level requirements.

This course is suitable for learners at entry 3 or above.

**The course content will cover the following units:**

- English Language Awareness
- Community and Organisations
- The Role of the Interpreter

**Venue: Deane and Derby Community Learning Centre, Board Street, Bolton, BL3 5EH**

**To book a place ring: 01204 482 444**



## **Volunteering skills and Community Level 1 Award** **(OPENAWARD)**

This is a Level 1 award for people who are interested in working and/or volunteering in their community. You will have the opportunity to develop your understanding of volunteering opportunities and the skills you would need to develop your experience in this area.

**For the level one accredited pathway you will cover the following topics.**

1. Developing your Interpersonal Skills
2. Developing Presentation Skills
3. Carrying out a Research Project

**Venue: Deane and Derby Community Learning Centre, Board Street, Bolton, BL3 5EH**

**To book a place ring: 01204 482 444**

**Venue: New Bury Community Learning Centre, Buckley Lane, Farnworth, Bolton, BL4 5PR**

**To book a place ring: 01204 482 444**



## **Aromatherapy for Health & Wellbeing**

This beginner's course is part of the Positive Steps to Health & Wellbeing programme. It will introduce you to the ancient art of Aromatherapy. It will focus on using essential oils and massage to promote health & wellbeing.

### **The course will cover the following topics:**

- Be able to select essential oils to promote your health & wellbeing
- Find out different ways to use essential oils in the home
- Be able to use an essential oil to blend to apply massage
- Find out more about follow on courses

**Venue: Brownlow Fold Community Learning Centre, Eskrick Street, Bolton, BL1 3EF**

**To book a place ring: 01204 482 444**





## **Five Ways to Health & Wellbeing**

This beginner's course is part of the Positive Steps to Health & Wellbeing programme. It will introduce you to simple steps to improve your health and Wellbeing in line with NHS guidelines.

### **The course will cover the following topics:**

- Explore four dimensions of health and their links to wellbeing to feel good and function well.
- Recognise the importance of resilience for coping with life experiences.
- Investigate the NHS 'Five Ways to Wellbeing' initiative and learn how to set manageable daily actions that build your personal resilience and improve your overall health and wellbeing.

**Venue: New Bury Community Learning Centre, Buckley Lane, Farnworth, Bolton, BL4 5PR**

**To book a place ring: 01204 482 444**



## **Let's Talk - Men's Wellbeing**

An introduction to current issues that impact men's Health and Wellbeing. During the course, learners will explore ways to recognise and monitor their own physical and mental health. Recognise barriers and misconceptions that impede on seeking support & learn new strategies/ techniques that support individuals towards feeling good and coping well.

### **The course will cover the following topics:**

- Learn how lifestyle choices impact our overall health
- Explore nutrition and exercise for a balanced approach towards your desired weight.
- Set realistic and achievable health & weight goals
- Learn about meal planning and preparation of food for successful weight management
- Recognise personal health barriers and explore ways to overcome setbacks

**Venue: Brownlow Fold Community Learning Centre, Eskrick Street, Bolton, BL1 3EF**

**To book a place ring: 01204 482 444**



## **Find Out About Mental Wellbeing**

This course will give you a taster of what will be covered on the Mental Wellbeing Level 1 Award. Work will revolve around group discussions and practical activities. You will have the opportunity to progress onto the Mental Wellbeing Level 1 Award.

### **The course will cover the following topics:**

- Understand what is meant by 'Mental Health'
- The importance of working in a team to create support networks
- Identifying ways to look after own mental health

**Venue: New Bury Community Learning Centre, Buckley Lane, Farnworth, Bolton, BL4 5PR**

**To book a place ring: 01204 482 444**

**Venue: Brownlow Fold Community Learning Centre, Eskrick Street, Bolton, BL1 3EF**

**To book a place ring: 01204 482 444**



## **Mental Wellbeing – Level 1 Award**

This course will provide you with an introduction to mental wellbeing at Level 1 by helping you to develop your understanding of what constitutes good Mental Wellbeing.

### **The course will cover the following topics:**

- What constitutes good mental health
- Mental ill-health
- How to keep mentally healthy
- How to deteriorating mental health & support friends and family with mental health issues
- How to access available support

**Venue: New Bury Community Learning Centre, Buckley Lane, Farnworth, Bolton BL4 5PR**

**To book a place ring; 01204 482 444**