

# Employability and CPD Courses

## July - October 2019 v2



### IT for Beginners.

**Start dates: 1) 16 September and 2) 28 October** STM/tbc/ PRO-tbc

For customers with little or no computer experience who wish to build up skills to use computers for everyday life in the digital world. The course includes practical training in Word (word processing), Excel (spreadsheets), managing a diary using the Outlook Calendar, use of mobile devices, using the internet, emailing and computer basics including file management. The skills can be used for job search and job applications and to update CVs as well as using the 'Find a Job' site.

Qualification: City & Guilds Entry Level 3 Certificate in Start IT. Duration: 12 days, 10:00–15:30 hrs

### Introduction to Self-Employment and Working from Home

**Start dates: 1) 07 August, 2) 11 September and 3) 09 October** STM/tbc/ PRO-tbc

This course offers an opportunity for learners to find out more about using entrepreneurial skills to find work through the internet, in the so-called 'gig economy' (e.g. Ebay, Task Rabbit, Etsy). It will allow you to look at your current skills, including those gained through hobbies and see how these can be used to earn an income or additional income. Content includes: The modern world of remote working; Brand You; Profile writing and getting customers; Building a long term career. Examples of work available includes: office work/admin, customer service, translating, gardening, pet care any kind of handy person work.

Qualifications: SFEDI Level 1 Certificate in Gateway to Independent and Remote Working. Duration: 6 days, 10:00 – 15:30hrs.

### Social Media for Business Use

**Start dates: 1) 2 September, 2) 14 October** STM/tbc / PRO-tbc

This course includes effective use of Social Media, such as LinkedIn, Facebook, Twitter and much more, to build professional networks and promote skills to find work. It covers: how to use social media to engage with an audience, how to set up social media for business use, create and maintain content to publish for business use.

Qualification: SFEDI Level 1 Award in Social Media for Business Use. Duration: 5 days, 10:00 –15:30hrs

### SIA Security course:

**Start dates: 1) September start date tbc**

A pre-employment programme leading to SIA Security qualification suitable for a range of employers. You will meet employers and successful candidates will have an interview.

Qualifications: HABC Level 2 Award in Door Supervision & NCFE Level 1 Certificate in Employability, Duration: 15 days, 9:00 – 17:00 hrs. Please contact your Work Coach for referral to this programme.

### SFEDI Personal Enterprise and Self Marketing

**Start dates: 1) 15 July, 2) 6 August; The September courses will include Construction and Health Care**

An award Winning Employability Training course to help participants find, gain and sustain employment. The course includes: the hidden job market and supply chains; own life and career goals; researching a specific job role which links to own skills; networking skills; company structures and who to contact; 'elevator pitch'; CV preparation; interview skills; personal finance and budgeting; managing change; dealing with stress; time management; working environment: team work, motivation, conflict at work; Equality and Diversity legislation; learning and development for yourself and your employer, barriers and how to overcome them to progress at work. 10 days over three weeks; 10:00 – 15:30hrs

# Employability and CPD Courses

## July - October 2019 v2



**ESF Project** to help young people aged 16 – 24 who are not in education, employment or training – to make progress into sustained employment or training through accredited and non-accredited courses and development. Young people can start between 1 April 2019 and 30 December 2020. Please book in for an advice, guidance and assessment session.

### **Flexible, Continuous Professional Development (CPD) qualifications:**

**Start date:** any time to suit you. **These Level 2 CACHE/NCFE knowledge based Certificate courses** provide an opportunity to gain a recognised qualification at level 2 from Cache/NCFE and are completed in your own time. We offer a variety of subjects Health and Social Care, Childcare, Education, Management to help people progress in work or gain employment in a new sector. These courses are available to people who are looking for work, those who are wishing to progress in work as well as people who wish to update skills and knowledge while in work. Available on-line and on -paper

- Awareness of Mental Health Problems
- Understanding Children and Young People’s Mental Health
- Understanding Specific Learning Difficulties
- Infection Control in the health care setting
- Understanding Care and Management of Diabetes
- Information, Advice and Guidance
- Team Leading
- Improving Personal Exercise, Health and Nutrition
- Understanding Excellence in Customer Service in the Hospitality Industry
- Business Administration Knowledge
- Counselling Skills – NB also available as a classroom based course – ask for the next start date
- Understanding Dignity and Safeguarding in Health and Social Care
- Understanding Behaviour that Challenges – also as a classroom course: Course Dates: 1) 23 and 31 July 19.
- \* Digital Promotion for Business (on line only)
- \* Understanding Autism
- \* Common Health Conditions
- \* Dementia Care
- \* Equality and Diversity
- \* Lean Organisation Management Techniques
- \* Understanding Nutrition and Health

### **English and maths Functional Skills Start dates: August. September timetable will be coming soon.**

Part time courses to help improve English and maths skills in order to progress at work or gain employment or an apprenticeship. They run for three hours per week per subject; varying weeks dependent on applicants starting point. Qualifications; Functional Skills **maths:** Entry Level 3; Level 1 and Level 2; **English** at Entry level 3, Level 1 or Level 2.

**How to apply for Functional Skills** classes, please attend an initial assessment session which can be booked using the following website: <http://capitalcitycollegetraining.gettimely.com/#home>.

**How to apply for the other courses, please book an Advice and Assessment Session at Capital City College Training, Regent’s Park Centre, Longford Street, London, NW1 3HB: 020 7025 1933 or email: [training@capitalcct.ac.uk](mailto:training@capitalcct.ac.uk)**

**Eligibility:** The classroom courses are for unemployed or people on a low wage who are aged 19+ and have lived in the UK/EU for the last three years. To enrol participants will need to provide photo ID, ie Passport/EU ID card, or birth certificate /Home Office documents and National Insurance number and proof of state benefits such as of JSA, SA, Income Support, Universal Credit. **NB CPD qualifications are available free of charge to people who are unemployed or employed as long as the courses are taken independently of the employer. ESF programmes are for those aged between 16-24.**