

St Helens College WorkWorld

Course Guide: April 2018 - July 2018



IMPROVE YOUR **SKILLS**
ACHIEVE YOUR **GOALS**

FREE Courses to support adults back into work or further learning.



St Helens College

 /sthelenscollege
www.sthelens.ac.uk



St Helens College WorkWorld

IMPROVE YOUR **SKILLS** ACHIEVE YOUR **GOALS**

FREE courses starting all year round to support you into work or on to further learning.

WorkWorld at St Helens College is an exciting initiative which offers you the opportunity to undertake free, short courses.

Our courses are ideal for jobseekers, anyone needing to improve their skills and confidence to apply for higher-level courses, or to improve employment prospects. Many courses lead to nationally accredited qualifications to enhance your CV.

FRIENDLY AND SUPPORTIVE ENVIRONMENT

At WorkWorld you will enjoy an informal, relaxed atmosphere with plenty of support from our friendly, experienced tutors. Our tutors are passionate about working with you to help you to achieve your goals.

NEXT STEPS

All courses have flexible start dates. Speak to your Jobcentre Adviser at your next appointment and ask for a referral to WorkWorld. Following this you will need to attend an initial assessment, so we can ensure that we are putting you on the correct course and at a level which meets your needs.

Find out more or to book an assessment appointment directly with us, please call the WorkWorld team on 01744 623597.

WORKWORLD COURSES

EMPLOYABILITY COURSES

▶▶ **Emergency First Aid**

Suitable for anyone wanting or needing to learn basic first aid techniques to boost their employability. Learn how to respond to choking, a casualty who has stopped breathing and treating burns or serious wounds. This course is 6 hours non-accredited.

Upon successful completion, you could progress onto a fully accredited first aid course.

▶▶ **Paediatric First Aid**

If you are wanting to develop a career working with children and infants knowing Paediatric First Aid will give your employment prospects a boost. You will learn how to assess emergencies, burns and scalds, bites and stings, dealing with an unconscious child, choking, wounds and bleeds, fractures and dislocation and more. You will attend 6 sessions, each lasting 2 hours.

Upon successful completion, you could progress onto a fully accredited first aid course.

▶▶ **Leadership**

Develop the key skills needed to impress employers and learn more than what it means to be a leader. This course will also include an accredited unit in leadership.

▶▶ **Mentoring**

If you wish to become a mentor to help and support others this course is deal for you. It aims to give you a clear insight and understanding into the dynamics that happen between people when they work one-to-one. The course also includes an accredited unit in mentoring.

▶▶ **Opening Doors to Positive Health and Wellbeing**

Opening Doors is a 3-week course designed to promote positive health, confidence and wellbeing. A great starting point for anyone who would like to return to work or learning, and who might need a little support and guidance before taking those important steps. The course includes overcoming barriers, working with others, improving lifestyle, healthy living/healthy eating and strategies to deal with everyday life, setting personal goals and improving confidence and self-esteem. Customers will benefit from a relaxed and informal atmosphere.

HEALTH COURSES

Our healthcare courses are designed to prepare you for entry into a health, social care or education related higher-level courses. All courses are 1 day in length.

▶▶ Introduction to Healthy Eating for Children

Children thrive on a healthy, nutritious and balanced diet. By making sure they get the right vitamins in their diet will help them thrive. During this course you will gain an understanding on food requirements for children; sugar content of certain foods to avoid, handy hints and tips.

▶▶ Introduction to Weight Management and Easy Exercise

For many, improved health is one of the best motivators for lifestyle change. This course will give you some easy exercise tips for around the home, basic and easy to understand information on contents of food and cooking methods and healthy alternatives.

▶▶ Safe Practices Online for Children

Ensuring your child is safe in the modern computer driven world is one of parents and guardians most important responsibilities. This course will give you help, support and useful tips in keeping children safe and ensure safe practices are adhered to.

▶▶ Dementia Awareness

There are 850,000 people with dementia in the UK, with numbers set to rise to over 1 million by 2025. This course is suitable if you have little or no knowledge about dementia but are finding you are coming into contact with people with it. During the course you will learn how to notice basic signs and symptoms of dementia. You will also discover what support is available for those suffering with the disease and those caring for somebody with it.

▶▶ Special Educational Needs Support

Every school has a special educational needs coordinator (SENCO) who is responsible for organising extra help for pupils with special educational needs. The SENCO works with the class teachers and subject teachers to plan the help each child needs. During this course, you will gain an insight into learning needs of children who require additional support and how to support them.

DIGITAL SKILLS AND IT COURSES

Access to the Internet via a computer, laptop, tablet or smart phone is becoming more important in today's world, as more tasks move online. Our short, IT and digital courses teach you the skills you need to build your confidence.

▶▶ Digital Skills - Basic IT

If you do not feel confident with using a computer this course is ideal as it can allow you to progress onto the using IT course.

Course includes:

- Understand how to use a computer
- Set up and use an email account
- Search for information on the internet
- Saving and printing information
- Staying safe online
- Introduction to Universal Job Match and applying for Universal Credit online

You will attend for 2 sessions lasting 2 hours each for 2 weeks.

▶▶ Digital Support for Universal Credit Customers

This course has been tailored to support new and existing customers who are claiming Universal Credit and need support with skills to manage their digital accounts as the full digital service is rolled out. Key topics covered will include: understanding what full-service Universal Credit will mean for you; how to message, and receive messages from your work coach or adviser; how to attach and upload documents to your account; accessing benefits/debt advice; getting the best out of Universal Job Match to look for and find work; using Social Media to find work; managing your CVs and job applications.

This course has flexible start dates. You will need to attend for 4 sessions lasting 2 hours for 2 weeks. Further digital training is available for these who may require it.

▶▶ Digital Skills - Using IT

This course builds on your basic IT skills, if you are confident you have grasped the basics you can start at this level but if not, you can start at the basic IT course. It will allow you to become an independent IT user and manage your account on Universal Job Match, edit and upload your CV.

Course includes:

- Be able to use a computer safely
- Setup and use an email account to send, receive and reply to emails
- Know how to protect yourself when online
- Basic Word Processing for editing CVs
- Search for specific information using a search engine
- Using your Universal Job Match and applying for Universal Credit online

You will attend 8 sessions lasting 2 hours each for 4 weeks.



WORLD OF WORK

Our world of work courses are nationally accredited courses and are designed to give you practical skills in a particular area boosting your CV and your employment prospects.

WORLD OF WORK COURSES

▶▶ **Level 1 Award in Preparation for Work/Employability Skills**

This course will develop and enhance your skills for the working environment and improve your confidence and communication skills in order to prepare you for employment or for a change in employment. You will learn how to manage your own CV and using job search sites. Upon successful completion of this course, you will have a guaranteed interview with an employment agency. You will attend for 6 hours a week for 5 weeks.

▶▶ **Level 1 Access to Business Skills**

This course will develop key practical skills used in every business as a route into employment. It is ideal for those with minimal work experience or those who require additional support to progress. During the course you will cover preparing for work, using numbers and sales and purchases in business. You will attend for 12 hours a week for 6 weeks.

▶▶ **Level 1 Access to Accounting Software - Sage**

Develop key practical skills used in an Accounting environment. During the course you will cover various aspects of using accounting software including; understanding the benefits and risks of using accounting software, setting up accounts, record bank and cash transactions and produce reports using accounting software. You will attend for 6 hours a week for 7 weeks.

▶▶ **Level 1 Access in Bookkeeping**

This course is designed to help those less experienced in accounting to gain the skills and confidence to build a career in business or accountancy. It offers you the opportunity to develop key practical skills used in bookkeeping. It will cover various aspects of bookkeeping including; understanding the role of the bookkeeper, understanding financial transactions, processing customer and supplier transactions and processing receipts and payments. You will attend for 6 hours a week for 7 weeks.

▶▶ **Level 2 Certificate in Customer Service Health and Social Care Settings**

If your aspiration is to work within a health and social care setting this course will develop your awareness of customer service in health and social care and understand how to communicate effectively in that setting.

ENGLISH AND MATHS



At WorkWorld, we have dedicated English and maths classes for adults who need to improve their skills for personal, professional or educational reasons. If you plan to start a college course at a higher level, and need to improve your English or maths to secure a place, or want to help your children with their homework, or manage your household budget – these free courses can equip you with the skills and qualifications that you need.

Classes are fully accredited with City and Guilds Functional Skills from entry level through to level 2 and are short and supportive.

You will attend for 2 to 3 hours a week for 18 weeks per subject.

ENTRY LEVEL

Ideal for those with no formal qualifications so you can build your skills and confidence.

LEVEL 1

Further develop your skills to help you get in to work or move to further training and qualification.

LEVEL 2

Ideal if you wish to progress within employment, or prepare for GCSEs or Access to Higher Education.

St Helens College WorkWorld

To book an assessment appointment please
contact the WorkWorld team on
01744 623597.

My initial assessment takes place on:

Time: Place:

