



# ADULT SKILLS CENTRE

## Introduction to Care

This introduction will develop your understanding of working in the care sector.

### The following units are covered:

- Roles and Responsibilities of the Care Worker
- Mental Health and Wellbeing Fundamentals
- Employment Rights, Contracts and Pay

## Introduction to Hairdressing

Learners will find out the various job roles in the industry, skills for the Hair and Beauty sector as well as customer service principles and communicating with clients.

### The following units are covered:

- Introduction to Hair and Beauty Industries
- Customer Service Skills
- CV Writing
- Job Searching Skills

## Introduction to Catering and Hospitality

The Hospitality industry offers many varied roles. There are many food processing and production roles that require similar basic qualifications. This industry requires anyone involved in food handling to have food safety training, this course and end assessment will meet this requirement.

### The following units are covered:

- Food Safety and Storage
- Health and Safety Awareness in a Working Environment
- Recognising and Supporting Equality and Diversity at Work
- Understanding How to be Successful

## Introduction to Horticulture

This course is for anyone interested in growing and looking after plants to make food, medicine and/or to create gardens or parks. Learners will gain an insight into this industry and learn about the purpose of horticulture and what job roles are available in the industry.

### The following units are covered:

- Introduction to Horticulture Industries
- Understanding How to be Successful
- Customer Service Skills
- Employment Rights
- Contracts and Pay
- Interpersonal Skills

## Better Careers Begin Here

# ADULT SKILLS CENTRE

**Colchester Institute has Adult Skills Centres in Braintree, Clacton, Colchester and Dovercourt.**

Adults are able to access a range of employability courses with content directed at particular sectors including Construction, Hospitality and Care. These complement qualifications in English, Maths and IT, which employers state as the most valuable skills for new recruits to their organisations.

Courses are online with facilitated support, which allows for greater learning flexibility.

Our Adult Skills Centres, in partnership with the National Careers Service, can arrange an Advice and Guidance appointment with an impartial Careers Adviser. The adviser can help you to review, plan and make effective career-related decisions about your future learning, training and/or employment opportunities.

If you would like to find out more:

**Visit:** [colchester.ac.uk/adult-skills-centre](http://colchester.ac.uk/adult-skills-centre)

**Call:** 01206 814292 or 01206 712825



**Did you know most of our adult learning courses are free?**

You are likely to get your course for free if you are looking for work and in receipt of some benefits or earn less than £18,525 per year.

Ask us for more details.

**Better Careers** Begin Here