

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

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.

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ADULT SKILLS CENTRE

Introduction to Business Admin and Customer Service

This course is perfect for anyone hoping to learn more about job roles in Business Administration and Customer Service as well their purpose in many industries.

The following units are covered:

- Introduction to Business Administration and Customer Service
- Customer Service Skills • Job Searching Skills
- Employment Skills • Understanding How to be Successful

Introduction to Customer Service Skills

This course is aimed at those wishing to work in customer service related roles. It provides the underpinning knowledge and understanding required for learners to be able to start to perform in a customer service role effectively.

The following units are covered:

- Customer Service Skills • Health & Safety Awareness in a Working Environment
- Recognising Good Customer Service • Understanding How to be Successful



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Introduction to Childcare

This course is perfect for anyone seeking to work with children in a school or nursery setting. Learners will gain insight into the various job roles when working with children and young people as well as possible progression routes to further learning in this subject.

The following units are covered:

- Introduction to Childcare Industries
- Health and Safety in the Workplace
- Understanding How to be Successful
- Safeguarding
- Equality & Diversity
- Job Seeking Skills
- Building Self-Esteem and Confidence
- Employment Rights
- Employment Skills
- CV Writing



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Introduction to Construction

The Construction industry offers many varied roles. The industry standard requires anyone entering a construction site to have a CITB CSCS card. This course will enable learners to meet this requirement.

The following units are covered:

- Introduction to Construction and Building
- Environmental Sustainability*
- Health and Safety in the Workplace
- Principles of Building, Construction, Information and Communication

**this unit is also available as a stand-alone course*

Successful completion can lead to applying for the Construction Industry Training Board Labourer (Green) Card. Conditions apply.



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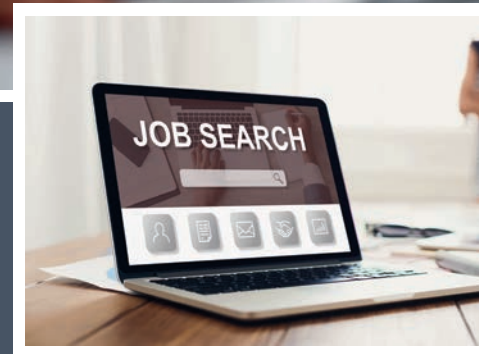
ADULT SKILLS CENTRE

Employability Skills Level 2

This course is aimed at anyone who has completed the Level 1 Employability Skills course and are hoping to increase their skills even further.

The following units are covered:

- Understanding How to be Successful
- Job Searching Skills
- Emotional Resilience
- Employment Rights
- Contracts and Pay
- Interpersonal Skills
- Internet Safety
- Health and Safety in the Workplace
- Building Self-esteem and Confidence
- Understanding Pensions



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English and Maths

We offer a range of English and mathematics courses, including Functional Skills. These provide you with the skills and knowledge required for work and everyday life.

We realise that one size doesn't fit all, so our online initial assessment tools allow us to develop a unique programme for you. This means that you'll know your strengths and the areas that you need to focus on right from the start. Our courses have also been created to cater to all ways of learning. You'll develop your skills and learn how to use them in real-life situations.

All of our qualifications are valued by employers and can be used to gain entry on to other courses.

IT

We offer a range of IT courses which provide you with the skills and knowledge required for work and everyday life. These courses are designed to help learners develop a few IT skills right through to improving IT skills at intermediate level. They are ideal for anyone looking to improve their current or future employment opportunities.

We realise that one size doesn't fit all, so our online initial assessment tools allow us to develop a unique programme for you. This means that you'll know your strengths and the areas you need to focus on right from the start. Our courses have also been created to cater to all ways of learning. You'll develop your skills and learn how to use them in real-life situations.



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Essential Digital Skills Qualifications – Entry Level 3 and Level 1

These courses are designed for new computer users or those that would like to improve their knowledge in the areas of using digital devices for work. It is open to anyone over the age of 19, whether you are working or not.

The following units are covered:

- Using Digital Devices
- Online Safety
- Transactions
- Creating and Editing Documents
- Communicating Online

Level 2 Certificate in Digital Skills for Employment

This qualification is aimed at anyone wanting to develop their digital skills in relation to the management of information and digital safety, security and communication. Anyone with a basic understanding of IT skills who is searching for career progression, or wishing to improve their digital skills for their own personal use, would benefit from this course.

The following units are covered:

- Developing Digital Career Skills
- Management of Information
- Digital Device Safety Awareness
- Communication and Productivity



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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

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

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Introduction to Personal and Social Development Skills

This course is aimed at those who have been away from regular employment, assisting them in the process of returning to work.

The following units are covered:

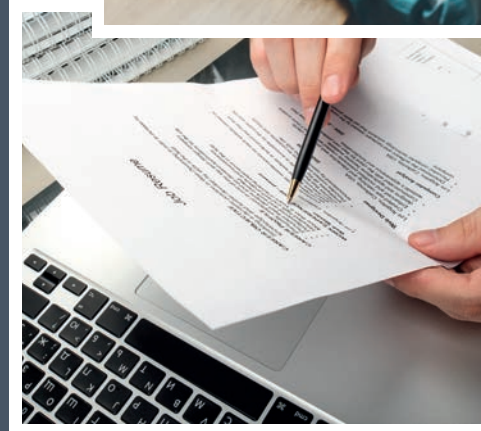
- Internet Safety
- Personal Finance
- Healthy Living Introduction

Introduction to CV Writing

This course is designed for learners who wish to better their employment opportunities by providing them with the knowledge required to produce their own CV.

The following units are covered:

- CV Writing
- Job Seeking Skills
- Understanding How to be Successful



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Introduction to Transport and Logistics

This course introduces learners to the concept of transport and logistics with some of the general practices that are important in every part of the working environment.

The following units are covered:

- Introduction to Transport and Logistics
- Customer Service Skills
- Environmental Impact of Transport and Logistics
- Introduction to Importing and Exporting
- Health and Safety Awareness in a Working Environment

Introduction to Manufacturing and Engineering

This course is perfect for anyone who may be interested in working in Engineering and Manufacturing without the practical aspect of a course. Learners will explore job roles in Engineering and Manufacturing, as well as their purpose in industry.

The following units are covered:

- Introduction to Engineering and Manufacturing
- Employment Rights
- Health and Safety Awareness in a Working Environment
- Contracts and Pay



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Upskill and Further Your Development

Whether you are an individual looking to improve your own skillset through continuous professional development (CPD) or an employer looking at qualifications for workforce development, Colchester Institute offers a range of distance learning opportunities across a number of industries.

Providing access to a variety of accredited Level 2 qualifications, these courses are ideal for anyone looking to gain a new qualification, offering a flexible model for studying at your convenience and pace.

Our range of training courses includes:

- Level 2 Certificate in Preparing To Work in Adult Social Care
- Level 2 Certificate in the Principles of the Mental Health Care Worker
- Level 2 Certificate in Caring for the Elderly
- Level 2 Certificate in Caring for Children and Young People
- Level 2 Certificate in Warehousing
- Level 2 Certificate in Principles of Customer Service
- Level 2 Certificate in Principles of Team Leading
- Level 2 Certificate in Principles of Business Administration
- Level 2 Certificate in Understanding Retail Operations
- Level 2 and 3 Certificate in Principles of Autism Awareness
- Level 2 Certificate in Principles of Information, Advice and Guidance



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