Employability

Programme Booklet

2021/22

The Sheffield College Route to Employment Team

Courses on Offer

IT / Computing

- Basic IT for Everyone (BITE)
- Essential IT (EIT)
- Digital Skills Accelerator

Basic Skills and Employability

- Elevate (Lone Parent Programme)
- English, Maths and IT for Work
- Essential Employability Skills (EES)
- Self-Marketing
- Youth Hub

Sector-Specific

- Forklift Truck/ Warehousing
- Horticulture
- NHS Recruitment Programme
- Security Guarding/ Door Supervision
- Taxi/ Private Hire Driving

ESOL

- ESOL Employability

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Eligibility Criteria

The courses in this booklet are offered on a fully-funded basis to learners who:

- **Are unemployed** and in receipt of certain state benefits.

  Currently, the following benefits are eligible for fee remission:

    - Universal Credit
    - Jobseeker's Allowance
    - Income Support
    - Employment Support Allowance
    - Personal Independence Payment
    - Council Tax Benefit
    - Housing Benefit
    - Working Tax Credits
    - Child Tax Credits
    - Child Benefit

- **Are employed**, but earning a low wage
  (below ca. £17,000 per year (before tax))

In addition, some qualifications require learners to be 19+ at the start of the academic year and some require learners to have minimum levels of prior qualifications to join. Please see the individual course pages for further information.

Guidelines do change, however, so please check if you are unsure about eligibility.

All learners are required to provide proof of ID to support enrolment and, where applicable, proof of leave to remain in the UK.

Basic IT for Everyone (BITE) & Essential IT (EIT)

Course Duration: 9 weeks		**Hours/ Week:** 12	
Total Hours: 108		**Location:** Town Centre	

Course Description:

A beginner's computer course for those with little or no IT skills or experience. The emphasis of the programme is building IT confidence and a chance to practice new skills gained.

Key Content:

- Learn to use a mouse and a keyboard
- Learn about search engines and social media
- Set up and learn to use an e-mail address
- Create documents, save, print, copy and paste
- Introduction to the basics of Microsoft programmes
- Introduction to the basics of working online

Useful information:

This course will also give learners the chance to practice skills using their own devices (phones, tablets, etc) as well as using PCs.

Qualifications:

All successful candidates will achieve:

- Sheffield College Entry 3 Certificate

The follow-on **Essential IT (EIT)** course is a slightly shorter (6 week) course, which gives a fuller introduction to Microsoft Office and the use of Word and Excel, equipping learners with the skills required by industry. It will also ensure learners are adept at using the internet to research and find work.

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Digital Skills Accelerator

Course Duration: 8 weeks		**Hours/ Week:** 18	
Total Hours:	144	**Location:**	City College & online
Entry Criteria:	Learners must be 19+, able to work to a good standard of literacy and numeracy and have a keen interest in working in the digital sector.		

Overview:

The Accelerator is part of the Government's Digital Skills Bootcamps programme. It is a modern, practical way to build your skills to get the job you want. If you are looking to quickly increase your skills in a specific area and fast-track into a new job, the Accelerator could be the right choice for you.

Courses:

- Cyber Security
- Software Development Technician
- Infrastructure Technician

Courses will be delivered via a mixture of on-line and classroom-based learning.

Useful information:

There is more information about each course (and the potential careers they can lead to) on the Sheffield College website: http://sheffcol.ac.uk/Skills-Bootcamps

This website also contains links to apply for the programme.

Qualifications:

All successful candidates will achieve industry-recognised certificates highlighted by employers as demonstrating key skills.

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Elevate (Lone Parent Programme)

Course Duration: 6 weeks	**Hours/ Week:** 16 (10:00-14:00 Mon-Thu)
Total Hours: 96	**Location:** Town Centre
Entry Criteria: Learners must be lone parents.	

Course Description:

This course has been designed to help lone parents address barriers to employment. Learners will undertake a 4 week classroom-based training course, and a 2 week work placement.

Key Content:

- Identifying appropriate methods of applying for employment
- Understanding own strengths and skills and their relevance to a work environment
- Writing goals and targets for employment
- Producing appropriate cover letters, spec letters and CVs
- Identifying and practicing techniques for interview
- Competency statements for use in applications and interviews
- Exploring how personal identity impacts on work environments
- Understanding self-esteem and improving self confidence
- Working in a team to fulfil a project requirement
- 2 week work experience placement to improve work skills

Useful Information:

The Sheffield College will endeavour to find placements to match the preferences of learners wherever possible; however placement opportunities are dependent on existing links with employers. If a learner is interested in an area of work where the College does not already have links, the Placement Team can support learners to approach employers where applicable.

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English, Maths and IT for Work

Course Duration:	14 weeks	**Hours/ Week:**	15
Total Hours:	210	**Location:**	Town Centre

Course Description:

This course has been designed for learners for whom a lack of basic skills is a barrier to employment.

Key Content:

- Maths and English skills sessions
- Plan for progression by building on personal strengths
- Understand the importance of effective communication and teamworking skills
- Build confidence in computers and IT skills

Useful Information:

Referrals are made onto weekly assessment sessions.

JCP Work Coaches – Please book onto the Basic Skills Diary via the HUB

Other Advisers – Please call the team for referrals

Qualifications:

City & Guilds Qualifications in Employability at various levels, plus the opportunity to gain Functional Skills Literacy/Numeracy

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Essential Employability Skills

Course Duration:	10 weeks	**Hours/ Week:**	15
Total Hours:	150	**Location:**	Town Centre

Course Description:

This course has been designed to cover all aspects of employability for learners wishing to improve their job searching, sell their skills to employers more effectively and increase their confidence.

Key Content:

- Self-development and confidence-building
- Problem solving
- Time management and organisational skills
- Customer service skills
- Team working and building good working relationships
- Career aspirations and planning
- Job search, job application and interview skills
- Understanding recruitment from the employer's point of view
- Preparing to start work

Useful Information:

Referrals are made onto weekly assessment sessions.

JCP Work Coaches – Please book onto the Basic Skills Diary via the HUB

Other Advisers – Please call the team for referrals

Qualifications:

City & Guilds Qualifications in Employability at various levels

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Self-Marketing

Course Duration: 8 weeks	**Hours/ Week:** 15
Total Hours: 120	**Location:** Town Centre

Course Description:

This course has been designed for learners who may benefit from a fresh approach to their job searching. The course is aimed at learners closer to the job market who may be more motivated, have a good work history or be more highly qualified.

Key Content:

This course will provide learners with the skills to take meaningful action to increase their chances of finding work. Self-Marketing is a programme based on proven sales and business processes that will show learners how to best promote themselves in the job market.

Modules include:

- Self-progression and development
- Labour market research techniques
- Networking skills
- Online branding
- Current recruitment practice
- Innovative career options and self-employment

Useful Information:

Referrals are made onto weekly assessment sessions.

JCP Work Coaches – Please use the Basic Skills Diary via the HUB

Other Advisers – Please call the team for referrals

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Youth Hub

Course Duration: Various		**Hours/ Week:** Various	
Total Hours:	Various	**Location:**	Town Centre
Entry Criteria:	Entry to the course is via a direct referral to the Programme by a JCP Work Coach		

Course Description:

The Sheffield College Go Further Youth Hub is a project in partnership with DWP and JCP to give young people a chance to develop skills and progress towards work or training.

Key Content:

An initial intervention to create a personalised 'Route Map' to employment will be complimented by access to employability support, vocational learning, careers guidance and apprenticeships via the support of a dedicated Mentor.

Useful Information:

JCP Work Coaches – Please see the relevant section of the HUB for more information and how to refer.

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Forklift Truck and Warehousing

Course Duration:	2 weeks	**Hours/ Week:**	40
Total Hours:	80	**Location:**	A&S Transport Training
Entry Criteria:		Previous qualifications will be checked for learners aged 19-23 at the start of the academic year.	

Course Description:

This course offers a practical programme for those interested in jobs involving basic fork lift truck driving and warehousing.

Key Content:

- Health & Safety in the Workplace
- Moving and handling goods
- Warehousing, picking, wrapping and packing
- Operating equipment

Useful Information:

This course is based at A&S Transport Training in Attercliffe. After an initial induction session, the training is delivered over 2 weeks at 5 days per week.

Qualifications:

All successful candidates will achieve:
- City & Guilds Level 1 certificate in Warehousing & Storage
- City & Guilds Level 2 Award in FLT Operations
- RTITB Forklift Licenses (Counterbalance and Reach)

Please note: assessment for the Reach license is contingent on successful and timely completion of the Counterbalance element.

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Horticulture

Course Duration: 6 weeks	**Hours/ Week:** 6
Total Hours: 36	**Location:** Hillsborough College

Course Description:

This is a practical craft course providing a good introduction to the horticultural industry and the development of basic horticultural skills. It will suit people who are practically-minded and like working outdoors in all seasons. Learners will need to be able to undertake a range of horticultural tasks including lifting and moving, ground preparation and planting.

Key Content:

Course content varies with seasons. Modules may include:

- Plants and their names
- How to use horticultural machinery
- Working in glasshouses
- Maintaining gardens
- Landscape practice
- Health and safety
- Working as part of a team
- Working in the community

Useful Information:

A pair of **safety boots are essential** for this course.
90% of course assessment is practical. 10% is classroom-based.

NHS Recruitment Programme

Course Duration: 2 weeks		**Hours/ Week:** Various	
Total Hours:	Various	**Location:**	Town Centre
Entry Criteria:	Learners must be referred via the JCP SWAP programme		

Please note: This course is planned for delivery from Spring 2022 onwards

Course Description:
This course will be delivered as a Sector-Based Work Academy in partnership with JCP and the NHS.

The main aim of the partnership is to assist applicants with the application process, and subsequent interviews, for roles across a range of departments within local NHS Trusts

Key areas (exact recruitment timetable TBC)**:**
- Facilities Management
- Domestics
- Catering
- Professional Services
- Clerical Support
- Clinical Support

Useful Information:
Participants will be required to provide identification documents as part of their application. Support with obtaining these will aid progress.

Security Guarding/ Door Supervision

Course Duration: 4 weeks		**Hours/ Week:** 37.5	
Total Hours:	150	**Location:**	Various
Entry Criteria:		Learners must be able to work to at least L1 literacy and have the correct ID. Previous qualifications will be checked for learners aged 19-23 at the start of the academic year.	

Course Description:

This course is delivered as a Sector-Based Work Academy in partnership with JCP and various employers.

Learners who complete all elements of the course will be able to apply for an SIA Door Supervisor licence, funded by the College.

Key Content:

- Door supervision
- Security guarding
- Conflict Management
- Physical intervention

Useful Information:

Learners will need **at least one** of the following to join the course:

- Original birth certificate (from birth - not a certified copy)
- Passport
- Driving Licence (can be provisional)

Learners will also be required to wear smart black shoes, smart black trousers/skirt and a smart shirt to every session.

Qualifications:

All successful candidates will achieve:

- College Certification in Security Services
- Level 2 Award in Door Supervision
- Level 2 Award in Understanding Stewarding Spectator Events

Taxi/ Private Hire Driver

Course Duration: 1 week		**Hours/ Week:** 40+	
Total Hours:	40+	**Location:**	City College
Entry Criteria:		Learners must be capable of working to Level 1 Literacy. Previous qualifications will be checked for learners aged 19-23 at the start of the academic year.	

Course Description:

This course is aimed at anyone who is looking to enter the taxi and private hire profession.

Key Content:

- Health & Safety/ Road Safety/ Vehicle Maintenance
- Customer Service/ Assistance to passengers
- Luggage & Parcels
- Transporting Children/ Safeguarding Awareness
- Regulatory Framework

Qualification:

All successful candidates will achieve a Level 2 Certificate in Introduction to the Role of the Professional Taxi and Private Hire Driver

Useful Information:

Follow-on training to help learners prepare for the **Sheffield Knowledge Test** is now available. This is a short programme, delivered over three sessions. A free Sheffield wall map is included as part of the course.

ESOL Employability

Course Duration: Various		**Hours/ Week:** 15	
Total Hours: Various		**Location:** Various	
Entry Criteria: Learners must be referred via JobCentre Plus.			

Course Description:

The Sheffield College ESOL programme caters for learners at all levels from Pre-Pre Entry to Level 1. Courses last for between 8 and 14 weeks and are delivered from various sites across Sheffield.

Key Content:

- Full diagnostic assessment
- Tailored provision to meet learner needs
- Progression through levels
- Employability embedded into delivery

Useful Information:

Please note that referrals **must** come via a JCP Work Coach. Bookings are made onto weekly assessment sessions.

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