



Courses for Adults

2021/2022 Prospectus



Welcome to Skills Training UK

We are an independent training provider with 30 years' experience in supporting individuals to succeed in their careers. Each year we help hundreds of people across the country to develop their knowledge and skills, and ignite their confidence and motivation.

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Achieve more with our training

Our range of accredited short courses for adults (age 19+) will boost your skills, improve your chances of finding a job you love, and help you to achieve more in your career.

- ✓ All courses are FREE
- ✓ Flexible online learning
- ✓ 1-2-1 in-person support from our tutors
- ✓ For employed and unemployed adults (courses vary)

The map shows where we currently offer courses – check the colour code on each page to identify which courses are offered in your area.

GL Greater London

SY South Yorkshire

SE South East

WS Worcestershire, Warwickshire, Staffordshire, Shropshire & Herefordshire

WM West Midlands

*If you live outside of the relevant postcode areas, you may not be eligible due to the way our courses are funded.
Map is approximate.*

Key

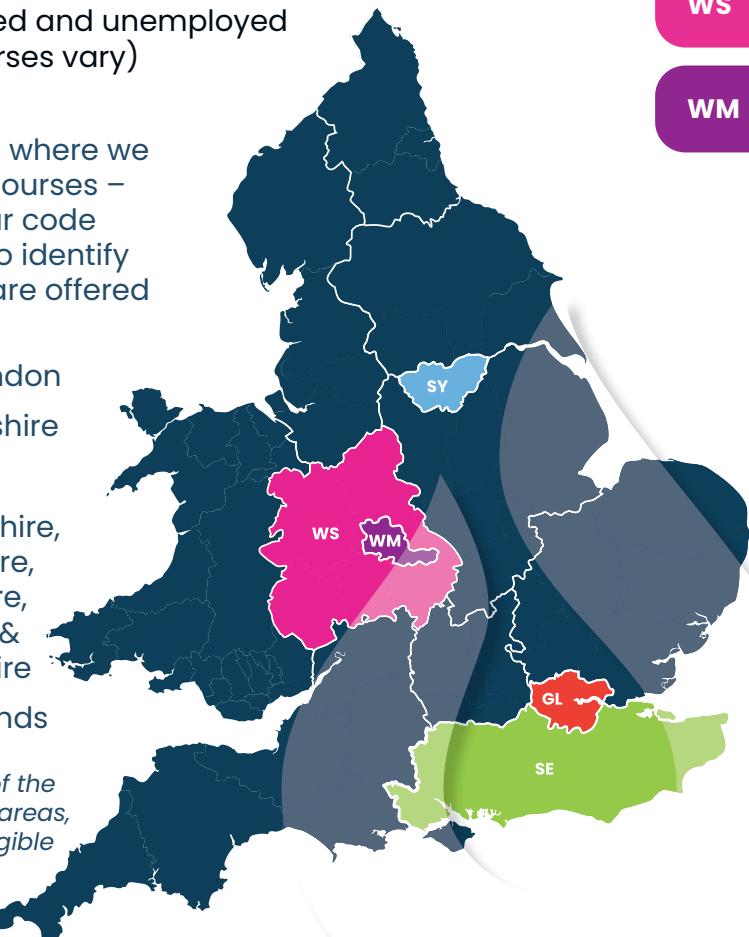
GL

SY

SE

WS

WM



Adult Health and Social Care

GL

Qualification BTEC Level 2 Certificate

SY

Course duration 4 weeks (*unemployed only. Duration for employed varies*)

SE

Eligibility SY, SE, WS, WM: Employed or unemployed adults. GL: Unemployed adults only

WS

Modules include

- Communication in Adult Social Care
- Personal Development in Adult Social Care Setting
- Diversity, Equality and Inclusion in Adult Social Care Setting
- Safeguarding and Protection in Health and Social Care
- Introduction to Duty of Care in Health, Social Care or Children and Young People's Settings
- The Role of the Social Care Worker
- Person-centered Approaches in Adult Social Care Settings
- Health and Safety in Social Care Settings
- How to Handle Information in Social Care Settings

WM

Assessment Portfolio to be submitted

Business Administration



SY

Qualification BTEC Level 1 and Level 2 Award

SE

Course duration 3 weeks (*unemployed only. Duration for employed varies*)

WS

Eligibility SY, SE, WS, WM: Employed or unemployed adults

WM

Modules include

- Creating Business Documents (Level 1)
- Recording Business Transactions (Level 1)
- Principles of Working in Business Administration (Level 2)
- Principles of Professional Behaviour (Level 2)
- Principles of Providing Administrative Services (Level 2)

Assessment

Portfolio to be submitted



Customer Service

Qualification **BTEC Level 1 and Level 2 Award**

Course duration 3 weeks (*unemployed only. Duration for employed varies*)

Eligibility **SY, SE, WS, WM:** Employed or unemployed adults

Modules include

- Customer Service Principles (Level 1)
- Working in a Customer Service Role (Level 1)
- Customer Service Principles (Level 2)
- Understanding Customer Service Delivery (Level 2)
- Communicating with Customers (Level 2)
- Understand How to Handle Customer Problems (Level 2)
- Understanding Personal Development (Level 2)

Assessment Portfolio to be submitted

Customer Service

Qualification **BTEC Level 3 Certificate**

Course duration 4 weeks (*unemployed only. Duration for employed varies*)

Eligibility **SY:** Employed adults only. **SE, WS, WM:** Employed or unemployed adults

Modules include

- Principles of Customer Service Delivery
- Understanding How to Improve Customer Service
- Understanding Personal and Professional Development
- Complaint Handling and Negotiation
- Understand How to Develop and Maintain Productive Working Relationships in Business Environments
- Principles of Business

Assessment Portfolio to be submitted

Essential Digital Skills

GL

Qualification	Gateway Entry Level 3 and/or Level 1 Qualification
Course duration	2 weeks (<i>unemployed only. Duration for employed varies</i>)
Eligibility	GL: Unemployed adults only. SY, SE, WS, WM: Employed or unemployed adults
Modules include	<ul style="list-style-type: none">Using and Handling InformationNavigating the Web: using best methods of searching the internet, storing information on devices and cloud, and recognising technical problems.*Creating and Editing: Using software to create documents with text and images so they stand out, dealing with spreadsheets effectivelyCommunicating Effectively: Using online systems and managing your online identityTransacting: Completing online forms and what to watch out for, using online retail servicesBeing Safe and Responsible Online: Protecting your privacy and data online, know how to report online content and looking after your own
Assessment	Online assessment taken at the end of the course

SY

SE

WS

WM

Information Communication Technology (ICT)

GL

Qualification	BTEC Level 2 Certificate
Course duration	3 weeks (<i>unemployed only. Duration for employed varies</i>)
Eligibility	GL: Unemployed adults only. SY, SE, WS, WM: Employed or unemployed adults
Modules include	<ul style="list-style-type: none">Improving Productivity Using ICTUsing the InternetUsing Email

SY

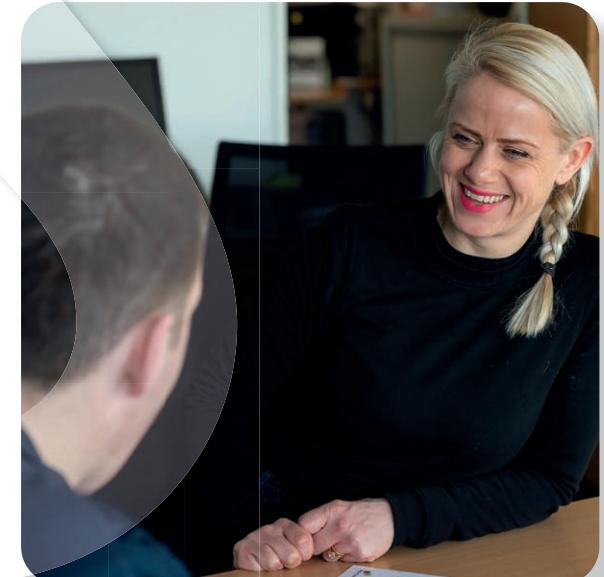
SE

WS

WM

Assessment

Portfolio to be submitted



English

GL

Qualification	Functional Skills Entry Level 3, Level 1 and/or Level 2
Course duration	3 weeks (<i>unemployed only. Duration for employed varies</i>)
Eligibility	GL: Unemployed adults only. SY, SE, WS, WM: Employed or unemployed adults
Course includes	<ul style="list-style-type: none">Speaking and Listening AssessmentReading ExamWriting Exam
Assessment	One in-person assessment completed during the course, plus two exams planned at the end of the course

SY

SE

WS

WM

Maths

GL

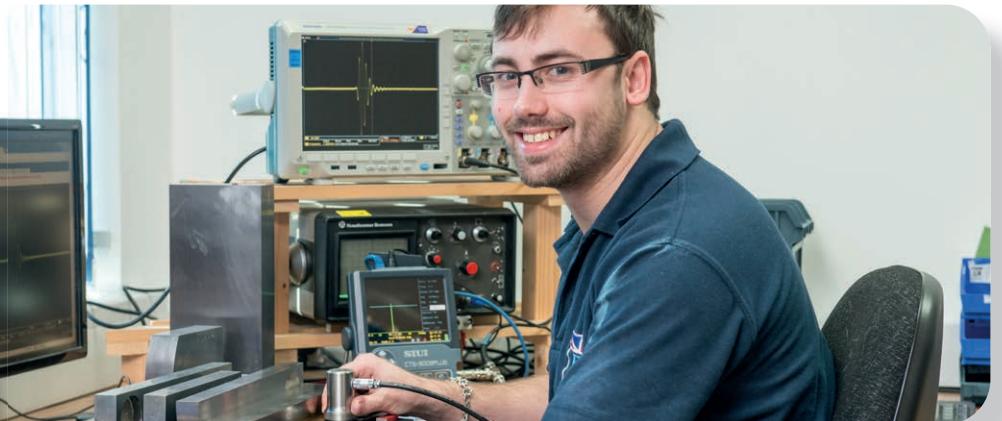
Qualification	Functional Skills Entry Level 3, Level 1 and/or Level 2
Course duration	3 weeks (<i>unemployed only. Duration for employed varies</i>)
Eligibility	GL: Unemployed adults only. SY, SE, WS, WM: Employed or unemployed adults
Course includes	<ul style="list-style-type: none">Non-calculator sectionCalculator section
Assessment	Two exams planned at the end of the course

SY

SE

WS

WM



What our learners say...

We are proud to have helped adults across the country to boost their skills and develop their careers. Take a look at some of their feedback below:

I look forward to the lessons as they are really interesting and fun. I urge anyone who is interested in this course to go for it!

Megan Baker

“



A massive thank you to Skills Training UK for helping me to finally achieve Functional Skills Maths Level 2... at the age of 41! I now have three unconditional offers from three great universities to study adult nursing.

Emma Ray



I like the style of teaching, it's very simple and practical with very friendly tutors.

William Takyi

”

I love the flexibility of the course as well as the interesting content. The tutors are great and they help everyone to achieve their goals.

Sajada Begum

”

I was nervous about attending an online class but it was fun and informative. I struggled with Maths and English but now find them easier thanks to the teachers.

Jesse Newman



My tutor Sean was so full of energy and always patient with each student on this course.

Rohit Prinjha

”

Are you ready to enrol? Contact us:

Email: IgniteYourSuccess@skillstraininguk.com

Phone: **0800 048 9370**

Team Leading

Qualification **BTEC Level 2 Certificate**

Course duration 3 weeks (*unemployed only. Duration for employed varies*)

Eligibility **SE, SY, WS, WM:** Employed or unemployed adults

Modules include

- Understanding the Role and Responsibility of Team Leading
- Principles of Developing Team Performance
- Understanding Personal Development
- Managing and Supporting Team Members

Assessment Portfolio to be submitted



Management

Qualification **ICQ Level 3 Certificate**

Course duration 3 weeks (*unemployed only. Duration for employed varies*)

Eligibility **SY:** Employed adults only. **SE, WS, WM:** Employed or unemployed adults

Modules include

- The Responsibilities of a Manager
- Objective Setting and Communication to Support Team
- Managing Self-Development

Assessment Portfolio to be submitted



Industrial Environmental Awareness

Qualification	EAL Level 2 Award
Course duration	2 weeks (<i>unemployed only</i> . <i>Duration for employed varies</i>)
Eligibility	SY, SE, WS, WM: Employed or unemployed adults
Modules include	<ul style="list-style-type: none"> Health and Safety in an Industrial Environment How to Communicate in an Industrial Environment Working Effectively in an Industrial Environment Working Relationships in an Industrial Environment Rights and Responsibilities in an Industrial Environment
Assessment	<p>Multiple-choice exam at the end of the course</p> <p>FLT license training may be offered to candidates who successfully complete and achieve this qualification (subject to availability).</p> 

Access to Higher Education: Health Professions

Qualification	Gateway Level 3 Access to HE Diploma
Course duration	5 months, full-time (<i>unemployed only</i> . <i>Duration for employed varies</i>)
Eligibility	GL: Unemployed adults only. SE, WS, WM: Employed or unemployed adults
Units include	<ul style="list-style-type: none"> Care Principles Human Anatomy and Physiology Introduction to Healthcare Professional Interpersonal Skills Safeguarding Children, Young People and or Vulnerable adults Research Skills for Health or Care An Introduction to Health and Disease (optional) Equality and Diversity (optional) Female Genital Mutilation (optional) Mental Health and Illness (optional) Promoting Health (optional) Social Drugs and Medicine (optional) Academic Writing Skills Drug Calculations and Health Related Charts Preparation For Higher Education Communication – Speaking and Listening (optional) Promoting Wellbeing and Resilience (optional)
Assessment	<p>You will be assessed through a variety of assignments including essays, reports and presentations.</p> <p>On successful completion, you will be ready to progress to university to study towards a degree in topics such as Medical Practitioner and Nurse.</p>

Infection Prevention and Control

GL

SY

SE

WS

WM

Qualification **Gateway Level 2 Award**

Course duration 3 days

Eligibility GL: Unemployed adults only. SY, SE, WS, WM: Employed or unemployed adults

Modules include

- Understanding the spread of infection and breaking the chain to minimise spread
- Develop knowledge of infection control and prevention policies and guidelines and the impact on practice
- Know how personal hygiene contributes to infection prevention and control
- Develop knowledge on reducing the risk of infection and appropriate disposal of PPE
- Be able to encourage staff and clients/children to adopt practices that reduce the risk of infection

Assessment Portfolio to be submitted

Health and Safety for the Construction Environment

SY

SE

WS

Qualification **BTEC Level 1 Award**

Course duration 3 weeks

Eligibility SY, SE, WS: Employed or unemployed adults

Modules include

- Know the principles of risk assessment for maintaining and improving health and safety at work
- Know the importance of safe manual handling in the workplace
- Know the importance of working safely at height in the workplace
- Know risks to health within a construction environment
- Know the importance of working around plant and equipment safely

Assessment

Portfolio to be submitted



Management and Leadership

Qualification	CMI Level 3 Diploma in Principles of Management and Leadership
Course duration	5 weeks
Eligibility	SY: Employed adults only. SE, WS, WM: Employed or unemployed adults
Modules include	<ul style="list-style-type: none">Principles of Management and LeadershipPrinciples of Communication in the WorkplacePrinciples of Equality, Diversity and Inclusive Working PracticeResponding to Conflict in the WorkplaceDeveloping and Sharing Good PracticePrinciples of Health and Safety in a Work SettingManaging Own Personal and Professional
Assessment	Learner will need to pass all units to achieve qualification

Dementia Awareness

Qualification	Level 2 Highfield Award in Dementia Awareness
Course duration	2 weeks
Eligibility	GL: Unemployed adults only. SY, SE, WS, WM: Employed or unemployed adults
Modules include	<ul style="list-style-type: none">Dementia AwarenessPerson-centred approach to the care and support of individuals with dementiaUnderstand factors that can influence communication and interaction with individuals who have dementiaEquality, diversity and inclusion in dementia care
Assessment	Portfolio to be submitted

Hospitality and Catering

Qualification **Gateway Level 1 Award**

Course duration 1 week

Eligibility SY, SE, WS: Employed or unemployed adults

Modules include

- Introduction to the Hospitality Industry, understanding structure and career opportunities
- Customer Service in the Hospitality Industry
- Health and Safety and Food Safety Awareness in Catering

Assessment Portfolio to be submitted

Contact Us

If you've found a course that interests you, contact us to check your eligibility and enrol today!

Email: IgniteYourSuccess@skillstraininguk.com

Phone: **0800 048 9370**

Keep up to date with the latest courses in your area!

www.skillstraininguk.com/courses-for-adults

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