



# Courses for Adults 2022/2023 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.

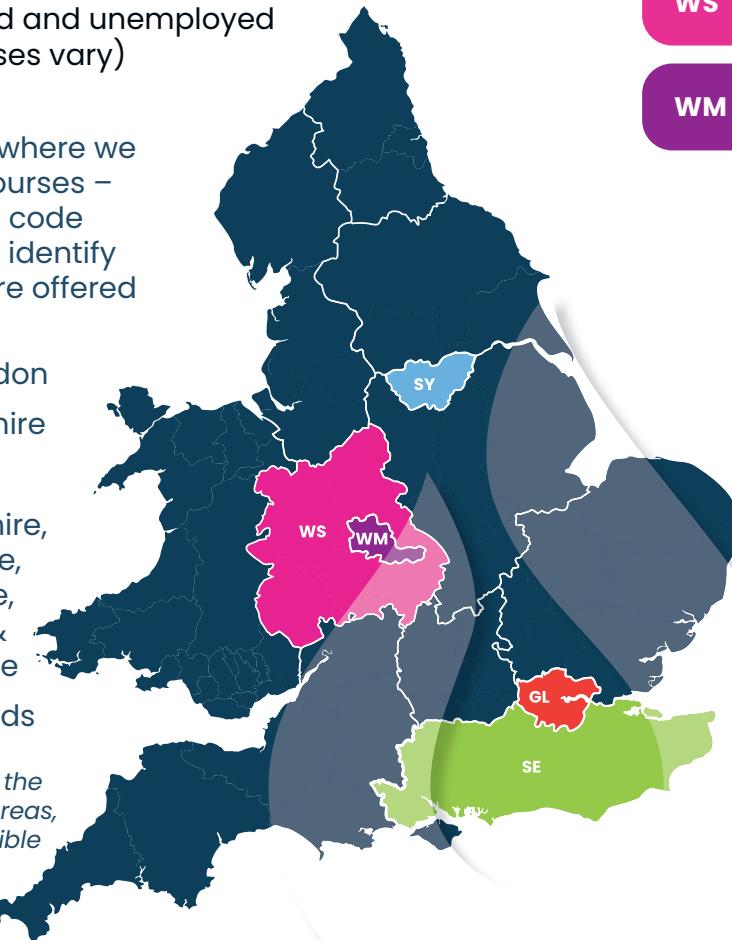
**GL** Greater London

**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.*

# Access to Higher Education: Health Professions

GL

SY

SE

WS

WM

## Qualification **Gateway Level 3 Access to HE Diploma**

**Course duration** 8 months, full-time (*unemployed only. Duration for employed varies*)

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

**Units include**

- 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** You will be assessed through a variety of assignments including essays, reports and presentations.  
On successful completion, you will be ready to progress to university to study towards a degree in topics such as Medical Practitioner and Nurse.

# Business Administration

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

**Course duration** 6 weeks

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

**Modules include**

- Principles of Working in Business Administration (Level 1)
- Professional Behaviour in a Business Environment (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



SY

SE

WS

WM

# Customer Service

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

**Course duration** 6 weeks

**Eligibility** **SY, SE, WS, WM:** All areas 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

**SY**

**SE**

**WS**

**WM**

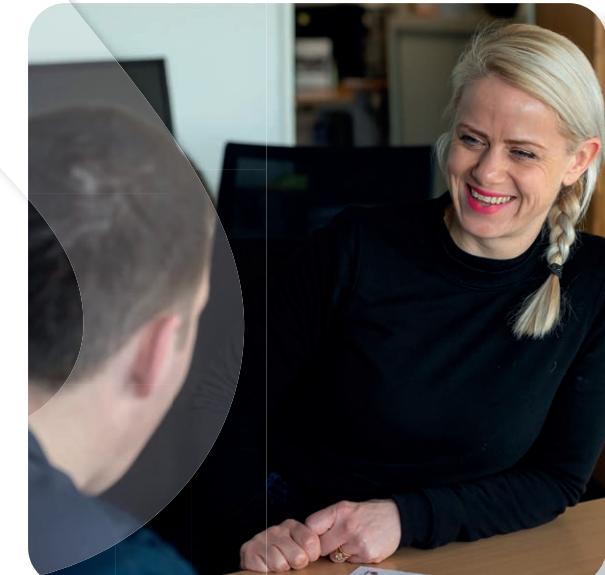


## Essential Digital Skills

<b>Qualification</b>	<b>Pearson Entry Level 3 and/or Level 1 Qualification</b>
<b>Course duration</b>	4 weeks
<b>Eligibility</b>	WM: Employed and unemployed (Dudley centre only)
<b>Modules include</b>	<ul style="list-style-type: none"><li>Using and Handling Information</li><li>Navigating the Web: using best methods of searching the internet, storing information on devices and cloud, and recognising technical problems.</li><li>*Creating and Editing: Using software to create documents with text and images so they stand out, dealing with spreadsheets effectively</li><li>Communicating Effectively: Using online systems and managing your online identity</li><li>Transacting: Completing online forms and what to watch out for, using online retail services</li><li>Being Safe and Responsible Online: Protecting your privacy and data online, know how to report online content and looking after your own</li></ul>
<b>Assessment</b>	Online assessment taken at the end of the course

## Digital and IT Skills

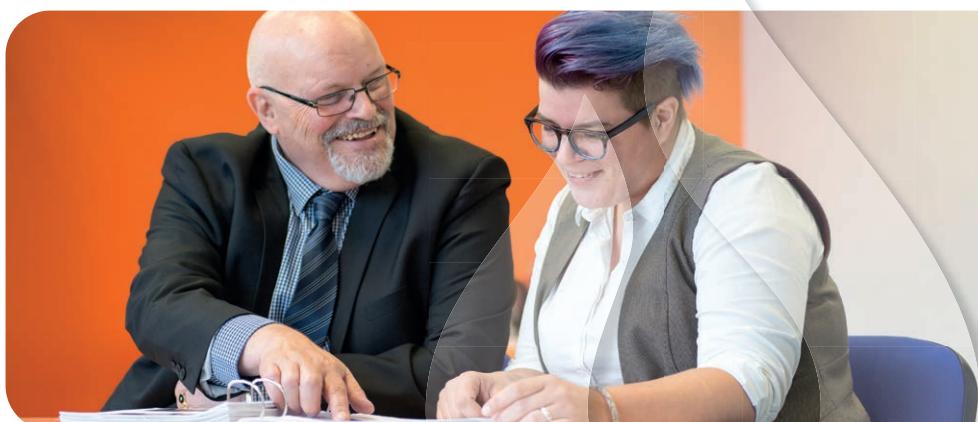
<b>Qualification</b>	<b>Level 2 Certificate</b>
<b>Course duration</b>	6 weeks
<b>Eligibility</b>	GL, SY, WM: All areas employed and unemployed
<b>Modules include</b>	<ul style="list-style-type: none"><li>Digital Skills Career Progression</li><li>Presentation Software</li><li>Spreadsheet Software</li><li>Word Processing Software</li><li>Virtual Meetings</li></ul>
<b>Assessment</b>	Portfolio to be submitted



# English

GL

<b>Qualification</b>	<b>Functional Skills Entry Level 3, Level 1 and/or Level 2</b>
<b>Course duration</b>	8 weeks ( <i>unemployed only. Duration for employed varies</i> )
<b>Eligibility</b>	GL, SY, SE, WS, WM: All areas employed and unemployed
<b>Course includes</b>	<ul style="list-style-type: none"><li>Speaking and Listening Assessment</li><li>Reading Exam</li><li>Writing Exam</li></ul>
<b>Assessment</b>	One in-person assessment completed during the course, plus two exams planned at the end of the course



# Maths

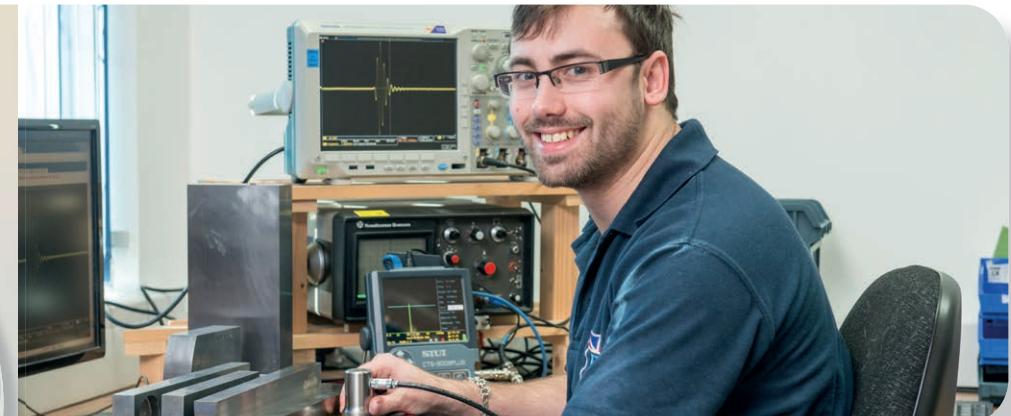
GL

<b>Qualification</b>	<b>Functional Skills Entry Level 3, Level 1 and/or Level 2</b>
<b>Course duration</b>	8 weeks ( <i>unemployed only. Duration for employed varies</i> )
<b>Eligibility</b>	GL, SY, SE, WS, WM: All areas employed and unemployed
<b>Course includes</b>	<ul style="list-style-type: none"><li>Non-calculator section</li><li>Calculator section</li></ul>

SE

WS

WM



## Team Leading

### Qualification **BTEC Level 2 Certificate**

**Course duration** 4 weeks

**Eligibility** SE, SY, WS, WM: All areas employed and unemployed

- 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



## Warehousing and Engineering Processes Level 2

### Qualification **EAL Level 2 Award**

**Course duration** 3 weeks

**Eligibility** SY, SE, WS, WM: All areas employed and unemployed

- Modules include**
- 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
  - RF Scanners and Arm-Mounted Terminals
  - Dispatch processes
  - Goods in and goods out processes
  - Order picking practices
  - Customer care

**Assessment** Multiple-choice exam at the end of the course



FLT license training may be offered to candidates who successfully complete and achieve this qualification (subject to availability and location).



What a great course, I'd highly recommend it! It is really flexible, and I really enjoy the fact I can complete it all online.

Michelle Jones, West Midlands,  
Access to HE Healthcare Professions

“

I've learnt lots of skills about motivating team members and how to allocate them properly – identifying people's skills sets allows me to now assign staff to stations where I think they'd work best and if there were any skills gaps, how could I implement the training to fill them. My course has taught me new things but it's also made me do my job better and given me the skills for career progression – I'm very thankful for that.

James Fright, Operator, Church & Dwight



## Adult Health and Social Care

GL

**Qualification** BTEC Level 2 Certificate

SY

**Course duration** 8 weeks

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

## Infection Prevention and Control

GL

**Qualification** Gateway Level 2 Award

SY

**Course duration** 2 weeks

SE

**Eligibility** GL, SY, SE, WS, WM: All areas employed and unemployed

WS

**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

WM

**Assessment** Portfolio to be submitted

## Dementia Awareness

GL

**Qualification** **Level 2 Highfield Award in Dementia Awareness**

SY

**Course duration** 4 weeks

SE

**Eligibility** GL, SY, SE, WS, WM: All areas employed and unemployed

WS

**Modules include**

- Dementia Awareness
- Person-centred approach to the care and support of individuals with dementia
- Understand factors that can influence communication and interaction with individuals who have dementia
- Equality, diversity and inclusion in dementia care

WM

**Assessment** Portfolio to be submitted

**Health and Social Care courses (Adult Health and Social Care, Infection Control & Prevention and Dementia Awareness) can be undertaken as a package one after another or as standalone courses.**

## Mental Health & Wellbeing

GL

**Qualification** **Level 2 Award**

SY

**Course duration** 2 weeks

SE

**Eligibility** GL, SY, SE, WS, WM: All areas employed and unemployed

WS

**Modules include**

- Types of mental health
- Impact of drugs, alcohol and social media on mental health
- How to look after physical and mental health
- Finding help and support for mental health.

WM

**Assessment** Portfolio to be submitted

# Health and Safety for the Construction Environment

**Qualification** BTEC Level 1 Award

**Course duration** 4 weeks

**Eligibility** SY, WM: All areas employed and unemployed

**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



## 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

”



## Contact Us

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

Email: [IgniteYourSuccess@skillstraininguk.com](mailto:IgniteYourSuccess@skillstraininguk.com)

Phone: **0808 196 4184**

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

[www.skillstraininguk.com/courses-for-adults](http://www.skillstraininguk.com/courses-for-adults)

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