

**The
Sheffield
College**

**ESOL
&
Employability**

ESOL and Employability Programme

2023/24

Courses on Offer

Basic Skills Courses

- Functional Skills – English
- Functional Skills – Maths
- Essential Digital Skills

Sector-Specific Courses

- Skills Academies
- Sector-Based Work Academy Programmes
- Forklift Truck & Warehousing
- Rail Engineering
- Security Guarding/ Door Supervision
- Taxi/ Private Hire Driving

ESOL Courses

- ESOL Employability

For referrals and queries, please contact the team:
RouteToEmployment@sheffcol.ac.uk / 0114 260 2448

Eligibility Criteria

The courses in this booklet are offered on a fully-funded basis to learners resident in South Yorkshire, 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. £21,250 per year)

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.

For referrals and queries, please contact the team:
RouteToEmployment@sheffcol.ac.uk / 0114 260 2448

Basic Skills Courses

Course Duration:	4 weeks	Hours/ Week:	30
Total Hours:	120	Location:	City Centre

Course Description:

For learners lacking skills or qualifications in **Literacy, Numeracy** and **Digital Skills**, the College has developed a combination of courses, which will cover the basics and help learners achieve qualifications relevant to employers.

Key Content:

- Functional Skills Literacy
- Functional Skills Numeracy
- Essential Digital Skills

Useful information:

Assessments will take place ahead of any learning to determine which subjects are required.

The programme is timetabled such that learners requiring all three subjects will be able to attend courses back-to-back over a 12-week period.

Qualifications:

All successful candidates will achieve an accredited (nationally recognised) certificate in each subject they undertake.

JCP Referrals:

Work Coaches, please book via the Basic Skills Diary on the HUB.

For referrals and queries, please contact the team:
RouteToEmployment@sheffcol.ac.uk / 0114 260 2448

Skills Academies

Course Duration:	1 week	Hours/Week:	35
Total Hours:	35	Location:	City Centre

Course Description:

Skills Academies have been developed by the Sheffield College to provide an introduction to working in key employment sectors within the Sheffield City Region.

They give learners the chance to find out more about particular job roles and gain essential skills to help find employment.

Key Content:

- Working in a Salon
- Supporting Children in Schools
- Working in an Office
- Customer Services
- Working in Care
- Warehousing

Useful Information:

Tutors will work with learners on Skills Academies to identify progression opportunities. These may include:

- Employment
- Apprenticeships
- Sector-Based Work Academies
- Higher level training

Qualifications:

All successful candidates will achieve a certificate evidencing the sector-specific skills they have gained on the course.

For referrals and queries, please contact the team:
RouteToEmployment@sheffcol.ac.uk / 0114 260 2448

Sector-Based Work Academies

Course Duration:	Various	Hours/Week:	Various
Total Hours:	Various	Location:	Various

Course Description:

Sector-Based Work Academies are specific courses designed in conjunction with Jobcentre plus and local employers to provide opportunities for learners to undergo a programme of training and experience before being interviewed for current vacancies.

Key Employers:

- Aviva
- Sheffield Teaching Hospitals
- Local schools
- Local employers in the Adult Health & Social Care sector
- Local employers in the Security sector

Useful Information:

Please contact the Team for more information about current opportunities.

Qualifications:

All successful candidates will achieve the qualifications necessary for entry into the sector (where applicable).

JCP Referrals:

Work Coaches, please book via the HUB.

For referrals and queries, please contact the team:
RouteToEmployment@sheffcol.ac.uk / 0114 260 2448

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 forklift 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.

For referrals and queries, please contact the team:

RouteToEmployment@sheffcol.ac.uk / 0114 260 2448

Rail Engineering

Course Duration:	6 wks + 2 wks	Hours/ Week:	36
Total Hours:	216 + 60	Location:	Hillsborough
Entry Criteria:	Previous qualifications will be checked for learners aged under 24.		

Course Description:

This course is designed to prepare learners for entry into the Rail Sector. The initial 6 weeks will provide a thorough grounding in both Practical and Theory elements via two City & Guilds Level 2 Engineering qualifications.

This will be followed by a 2-week Personal Track Safety course to provide learners with a Sentinel Card.

Key Content:

Qualifications include:

- City & Guilds Level 2 Certificate in Rail Engineering Underpinning Knowledge
- City & Guilds Level 2 Diploma In Rail Engineering Track Maintenance

Useful Information:

Full PPE will be provided. Please note: 14 days of the course will be practical sessions, which take place in **LEEDS**.

For people not available for a full-time course, a 14-week **online** (evening & weekend) Rail Engineering Level 3 course is also available.

For referrals and queries, please contact the team:
RouteToEmployment@sheffcol.ac.uk / 0114 260 2448

Security Guarding/ Door Supervision

Course Duration:	3 weeks	Hours/ Week:	35
Total Hours:	105	Location:	Hillsborough
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 in partnership with JCP and local 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

For referrals and queries, please contact the team:

RouteToEmployment@sheffcol.ac.uk / 0114 260 2448

Taxi/ Private Hire Driver

Course Duration:	1 week	Hours/ Week:	40
Total Hours:	40	Location:	Hillsborough
Entry Criteria:	Previous qualifications will be checked to determine eligibility.		

Course Description:

This course is aimed at anyone who is looking to enter the taxi and private hire profession and is essential for those wishing to operate in Sheffield or Rotherham.

Key Content:

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

Qualification:

Successful learners will achieve a Level 2 Certificate in Introduction to the Role of the Professional Taxi and Private Hire Driver

Useful Information:

Follow-on training is available to help learners meet statutory requirements and progress towards becoming a taxi driver:

- **Sheffield Topographical Knowledge Test Preparation**
- **Safeguarding for Taxi Drivers**
- **Disability Awareness for Taxi Drivers**
- **First Aid for Taxi Drivers**



For all taxi programme bookings, please scan here:

For referrals and queries, please contact the team:

RouteToEmployment@sheffcol.ac.uk / 0114 260 2448

ESOL Employability

Course Duration:	14 weeks	Hours/Week:	15
Total Hours:	210	Location:	Various
Entry Criteria:	Learners must be referred via JobCentre Plus.		

Course Description:

The Sheffield College JCP ESOL programme caters for learners at all levels from Pre-Pre Entry to Level 1. Courses last for 14 weeks and are delivered Monday to Friday (mornings **or** afternoons).

Delivery locations are:

Fir Vale Centre (Fir Vale)
Adult Learning Centre (Town Centre)

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.

Work Coaches, please book via the ESOL Diary on the HUB.

For referrals and queries, please contact the team:
RouteToEmployment@sheffcol.ac.uk / 0114 260 2448