

DATE(S):

V1008

2, 9, 16 October

Venue:

PHEW Centre

52 Bartholomew Street,
Exeter EX4 3AJ

Times:

1:30pm to 4:30pm

Cost:

£40.00

£20.00 (concession)

Lead Teacher:

Georgina Couch

Course Level:

2

Entry

Level = Pre-GCSE

Level 1 = GCSE D to G

Level 2 = GCSE A to C

Level 3 = A Level

Standard

This course is an accredited, course and there will be criteria that you need to meet in order to attain the qualification. You will need to also meet certain Learning Skills Council requirements in order for us to draw down the funding for your place. You will be asked to complete a form saying that you will pay any money we are unable to draw down by your not meeting the criteria.

Employment Skills

This short course has been designed to help people prepare to return to voluntary and paid work.

The course is comprised of 5 units:

- Communication and Personal Presentation in the Workplace;
- Using Teamwork Skills;
- Applying for work;
- Building and Managing Workplace Relationships;
- Responsible Work Practice.

The course lasts 10 hours over 3 weeks is very interactive and learners are expected to do some personal study between sessions. The amount depends on the learner and the amount they wish to put in to the course, but a minimum of 2 hours a week is recommended.

In addition to the taught element, learners will be given access to 1:1 tutorials with the course teacher as well as email support as and when required.

Full support will be given to enable the learner to achieve the qualification. We will carry out an initial assessment on a 1:1 with all learners to identify things we can put in place to help them get the most from the course.

At the end of the course, learners will have six weeks to submit a portfolio for assessment - extensions are available if required. Upon successful completion of a portfolio, the learner will receive two certificates:

- Employability Skills;
- National Open College Network, Level 2, Certificate in Progression;

For further information about any of our Learning and Development opportunities, please do not hesitate to contact us.

PHEW is part of MIND in Exeter and East Devon Ltd.

Registered Office: 4 Charlotte Mews, Pavilion Place, Exeter EX2 4HA No. 2908400

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