

SKILLS FOR WORK 2018-19

ADULT COMMUNITY BASED COURSES



MAKING THE DIFFERENCE FOR YOU...

Skills for Work



Accrington and Rossendale College is dedicated to providing courses which are completely free for anyone who is unemployed, claiming a benefit and actively seeking work. Some course fee waiver is also available to those on a low income.

These courses are held at a wide variety of easily accessible venues across East Lancashire.

If you are looking for a specific course that is not listed, please contact us to see what we can do for you. We are happy to put together bespoke courses.

For more information about courses in this booklet and where they are being held, please contact Richard Dwyer on:

Call: **01254 354423**

Email: rdwyer@accross.ac.uk

Accrington and Rossendale College is also interested in working in partnership with local community organisations who are looking to host training programmes at their own venue.

For an informal chat about what we can do for you, please contact the Business Development Advisor for Community, Joanne Calvert on:

Call: **01254 354191**

Email: jcalvert@accross.ac.uk

Contents

Community Based Courses	5
Job Search Skills / IT Skills for Work.....	5
Business Administration / Management Techniques.....	6
Customer Service	7
Retail Knowledge / Team Leading	8
Information, Advice and Guidance	9
Mentoring	10
Personal and Social Development / Healthy Lifestyle	11
Health and Safety	12
Emergency First Aid	14
Food Safety/ Hair and Make-up	15
Health, Social and Child Care	16
Career Pathways in Child Care and Early Years	18
Career Pathways in Mental Health Work	22
Career Pathways in Substance and Alcohol Misuse.....	24
CSCS Card.....	33
 College Based Courses	 26
Support Work in Schools / ESOL	27
Conservation Skills / Practical Horticulture Skills.....	28
Cleaning and Facilities	29
Construction and DiY	32
English and Maths.....	24
 General Information	
Skills for Work.....	2
Accrington and Rossendale College Community Hubs.....	4
Community Bitesize Courses	13
Progression to Higher Level and University Courses	35
Advanced Learner Loan.....	35

Please note that courses are completely FREE for anyone who is unemployed, actively seeking work and claiming a benefit. IMPORTANT: Evidence of your benefit claim MUST be brought to the first class.

Our Community Hubs



Accrington and Rossendale College works with community venues in Accrington at the Waterside Centre, Rossendale, Blackburn, Burnley, Clitheroe and Pendle. At these venues we run a number of courses, including:

- Business Administration
- Customer Service
- Retail
- Service and facilities industries.
- Skills for employment
- Plus many more.

Please contact us for more information. If you are looking for a specific course that is not listed above, please contact Richard Dwyer on:

Call: 01254 354423

Email: rdwyer@accross.ac.uk

“A very well devised and run course. A relaxed and fun atmosphere that’s informative and motivational.”

Introduction to Job Search Skills: Get That Job Level 1 Award (QCF)

The course allows learners to develop the skills needed to be effective in all the stages of their job search.

The aim of the course is to help learners:

- Complete job searches using a variety of resources
- Develop and practice interview skills
- Prepare themselves thoroughly for a job interview
- Progress a job application from job search to completed application including preparing covering letters and completing application forms
- Understand confidence and self-esteem and how this can influence their job search
- Understand the purpose of a CV and be able to produce their own appropriate, effective CV.

Delivery:

Runs for five days (four full days plus a fifth day for mock interviews).

Qualification achieved:

Level 1 Award in Skills for Employment (QCF)

Introduction to IT Skills for Work Level 1 Certificate (QCF)

Would you like to improve your information technology and computer skills?

This IT Skills for Work course provides an introduction to IT and using a computer at work. The course will provide learners with the basic skills, knowledge and understanding of a range of IT functions to effectively and confidently use IT and computers in the workplace.

The qualification consists of 4 core units:

- IT fundamentals
- Using IT in the workplace
- Using emails
- Word processing software

The course will also cover developing skills and health and safety awareness in relation to the use of IT. Learners will have the opportunity to select from a range of units covering software packages commonly used in the workplace.

Qualification achieved:

Level 1 Certificate in Skills for Further Learning and Employment (QCF)

Introduction to Business Administration Level 1 Award (QCF)

This award is designed to provide a qualification for anyone who has an interest in working within an office environment.

Learners will need to complete three units:

- **Working in Business Administration**
This unit gives learners an overview of what working in business administration can be like. Including understanding work roles, how to carry out routine tasks and the appropriate way to present yourself.
- **Welcome Visitors**
This unit aims to develop learners' knowledge, skills and understanding of administrative tasks associated with welcoming visitors.
- **Using Office Equipment in Business Administration**
This unit aims to develop learners' knowledge and skills to use office equipment in a business environment.

Delivery:

Three hours per week for seven weeks.

Qualification achieved:

Level 1 Award in Administration (Business Professional)(QCF)

Developing Lean Organisational Techniques Level 2 Certificate (QCF)

The qualification is designed for those learners wishing to understand and use Business Improvement Techniques, commonly known as 'Lean'.

These techniques can be applied to a variety of industry sectors and aim to reduce waste and improve efficiency within organisations. The course is ideal for learners who have little or no previous experience with Lean and also for those looking for continuous improvement.

The objectives of this qualification are to help learners to:

- Access the business sector or progress to further qualifications and learning.
- Know and understand business improvement tools and techniques
- Know and understand how to work effectively in a business team
- Understand lean organisation techniques in business.

This qualification is also suitable for those individuals looking to enter employment and will provide an underpinning knowledge and skill set that will be attractive to employers.

Delivery:

Three hours per week for 10 weeks.

Qualification achieved:

Level 2 Certificate in Lean Organisation Management Techniques (QCF)

Introduction to Customer Service

Level 1 Award (QCF)

Customer service is the “thread” that runs through a huge range of occupations and is necessary to promote a positive impression of your business.

The qualification is useful for a range of areas; retail, hospitality, reception work, motor vehicle and administration roles.

This course will help develop confidence and a positive attitude towards customers who ultimately pay our wages!

The nationally recognised accredited Level 1 Introduction to Customer Service course will focus mainly on the principles of customer service and cover subjects such as:

- Understanding how to deliver good customer service
- Effective communication methods
- Dealing with queries, problems and complaints

Delivery:

Approx. 12 hours

Qualification achieved:

Level 1 Award in Customer Service (QCF)

Developing Awareness of Customer Service

Level 2 Certificate (QCF)

Is designed for individuals who wish to build on their knowledge of this area resulting in the achievement of a nationally recognised Level 2 qualification.

The qualification provides learners with the knowledge and understanding in customer service for learners who deal, or intend to deal, with customers on a daily basis as part of their job role. The qualification is applicable to a variety of work environments and covers topics such as delivery of effective customer service and supporting the customer service environment.

This course will provide an understanding of the importance of customer care and incorporates the following:

- Adapting behaviour
- Effective communication
- Identifying customer needs
- Promoting your products and services
- Resolving complaints
- Team working

Delivery:

Approx. 30 hours

Qualification achieved:

Level 2 Certificate in Customer Service (QCF)

Introduction to Retail Knowledge Level 1 Award (QCF)

The Level 1 Award in Retail Knowledge is aimed at individuals who are looking to work in the retail sector and provides learners with an overall understanding of working in the retail sector and explores the principles of retail through a range of units.

How is the course delivered?

Classroom based theory with a variety of class based activities such as role play, and team work activities.

Delivery:

Three hours per week for 10 weeks.

Qualification achieved:

Level 1 Award in Retail Knowledge (QCF)

Developing Team Leading Skills Level 2 Certificate (QCF)

This course will help you to develop the essential knowledge and understanding required for a range of team leading roles. The course will also provide an understanding of the skills required to be an effective team leader.

The aim of the qualification is to help learners to:

- Understand and develop productive working relationships
- Understand communication techniques and how to use them within teams
- Understand how to manage conflict / diversity / work related difficulties
- Understand how to plan and monitor performance
- Understand own leadership style
- Understand the principles of resource management and how to plan and carry out tasks.

Delivery:

Approx. 30 hours

Qualification achieved:

Level 2 Certificate in Team Leading Principles (QCF)

Introduction to Advice and Guidance Level 1 Award (QCF)

This qualification is aimed at those who are starting out in an information and advice role involving general signposting and referral to guidance services.

This qualification is suitable for people who are:

- Already involved in general signposting/ have not been involved in education for some time and think they would benefit from developing their confidence in an Information, Advice and Guidance role
- New to working in the sector and are looking for a useful induction programme.

This qualification would be particularly useful for volunteers in local communities who are involved in a signposting or referral role.

Delivery:

Three hours per week for seven weeks.

Qualification achieved:

Level 1 Award in Information, Advice or Guidance (QCF)

Developing Awareness of Advice and Guidance Level 2 Certificate (QCF)

Covering Information, Advice and Guidance in practice, skills for advice providers, developing interaction skills and signposting and referrals, this qualification has been developed to acknowledge and underpin the practice of those who may deliver Information, Advice and Guidance as part of their role, while not employed primarily in that capacity.

The qualification is beneficial in three key areas:

- The client: will receive a higher quality service
- The learner: will become better skilled and confident in information, advice or guidance delivery
- The organisation (to which the learner is attached): as the learner's practice becomes more informed and confident.

Learners are required to have current experience of working in a suitable Information, Advice and Guidance role (paid or voluntary).

Delivery:

Three hours per week for 10 weeks.

Qualification achieved:

Level 2 Certificate in Information, Advice or Guidance (QCF)

Introduction to Mentoring

Level 1 Award (QCF)

This qualification allows learners to gain a deeper understanding of the role as a mentor and develop the skills needed to become an effective mentor. The aim of the qualification is to help learners:

- Be clear about mentor/mentee relationships
- Develop the specific skills and understanding they will require in order to mentor
- Ensure they follow good practice
- Gain an insight into the role and practice of mentorship
- Reflect on their own learning and work performance
- To gain this qualification, learners must be able to demonstrate their mentoring skills
- Understand the benefits of mentoring
- Understand the legal and ethical mentoring requirements.

Delivery:

Three hours per week for seven weeks.

Qualification achieved:

Level 1 Award in Mentoring (QCF)

Developing Knowledge in Mentoring

Level 2 Award (QCF)

This qualification allows learners to gain a deeper understanding of the role of a mentor and develop the skills needed to become an effective mentor.

The aims of the qualification are to help learners to:

- Gain insight into the role and practice of mentorship
- Be clear about mentor/mentee relationships
- Ensure they follow good practice
- Develop the specific skills and understanding they will require in order to mentor
- Reflect on their own learning and work performance and understand the benefits of mentoring
- Understand legal and ethical mentoring requirements.

Learners will investigate the role and benefits of mentoring and they will also explore the skills and tools required by a mentor including communication, questioning and feedback.

Delivery:

One day a week for five weeks.

Qualification achieved:

Level 2 Award in Mentoring (QCF)

Personal and Social Development

Level 1 Award (QCF)

This course is designed to enhance learners' life and work skills in a range of different contexts. It will allow learners to develop self-awareness and confidence, whilst building interpersonal and communication skills through a range of activities.

Learners will be given the chance to consider life and career options available to them, and how to approach these options in a constructive way. This qualification can be tailored to meet the needs of a wide range of people.

Delivery:

Three hours per week for eight weeks.

Qualification achieved:

Level 1 Award in Personal and Social Development (QCF)

Introduction to a Healthy Lifestyle

Entry Level 3

Course is designed as an introduction and mandatory supplement to the First Aid courses. Qualification covers knowledge such as factors and benefits to a healthy lifestyle, identifying activities and organisations in the local area that would support a healthy lifestyle, identify life choices that would hinder and promote a healthier way of living and promote the individuals to be able to analyse their own lifestyle and identify changes to promote healthier living.

This qualification is assessed by completion of written workbook during the course.

Delivery:

One day course.

Qualification achieved:

Entry Level 3 Introduction to a Healthy Lifestyle

Introduction to Health and Safety

Level 1 Award (QCF)

Would you like to increase your knowledge of Health and Safety in the Workplace?

Why not join this short course and gain a qualification?

The Level 1 Award in Health and Safety qualification is designed for a wide range of learners who want to develop their knowledge and understanding of health and safety.

This accredited qualification aims to offer an introduction to the basic principles of health and safety and the importance of health and safety in the workplace including hazards and risks, how health and safety law is enforced, risk assessments and the process for reporting injuries and accidents within the place of work.

This qualification will enable you to:

- Understand the importance of health and safety in the workplace
- Understand the need for risk assessment
- Be aware of the requirements for health and safety in your place of work or learning

Delivery:
One day session.

Qualification achieved:
Level 1 Award in Health and Safety Awareness (QCF)

Developing Awareness in Health and Safety

Level 2 Award (QCF)

This accredited qualification provides an introduction to Health and Safety in the Workplace. This course will show learners how to work safely and to recognise and deal with hazards in the workplace. The qualification aims to provide candidates with knowledge of basic health and safety practices essential in the workplace.

Training will be provided in hazards and risks, relevant legislation and awareness of cost effective, practical control methods.

Delivery:
One day session.

Qualification achieved:
Level 2 Award in Health and Safety in the Workplace (QCF)

Bitesize Courses

Interested in joining a course and improving your prospects of finding employment?

We would like to support you in your community by bringing courses to you.

Below is a list of bitesize courses we can offer you.

- Business Administration
- Child Care and Early Years
- Cleaning and Facilities
- Counselling
- Customer Service and Retail
- Environmental Conservation
- Health, Social and Adult Care
- Horticulture Skills
- ICT Skills
- Mentoring
- Money Management
- Substance Misuse Awareness
- Warehousing and storage
- Wellbeing

All our bitesize courses last for one day and run approximately 9:30am – 3pm

To book on to one of our bitesize courses, please contact Richard Dwyer on:

Call: 01254 354423

Email: rdwyer@accross.ac.uk

Look
out for our
Bitesize events
throughout
the year

Emergency First Aid at Work Level 3 Award (RQF)

This qualification is aimed at learners who wish to become emergency first-aiders in the workplace. This qualification meets the requirements for training emergency first-aiders in those organisations that have identified that staff need to be trained to this level within their first-aid needs assessment.

The qualification covers knowledge such as the roles and responsibilities of the first aider and how to assess an incident. The qualification also covers first aid skills in CPR and use of an AED, providing first aid to a casualty who is choking and dealing with external bleeding and hypovolemic shock.

This qualification is assessed by a practical demonstration and written/oral questioning.

Delivery:

One day session.

Qualification achieved:

Level 3 Award in Emergency First Aid at Work (RQF)

Emergency Paediatric First Aid Level 3 Award (RQF)

This qualification is aimed at individuals wishing to gain the knowledge and skills required to enable them to provide effective emergency paediatric first aid. It is intended for learners such as parents and relatives, pre-school or nursery staff, toddler group volunteers, childminders and nannies, au pairs and foster parents, or anyone who has to deliver first aid as part of their role in either childcare settings or a domestic environment.

Topics include the role and responsibilities of the paediatric first-aiders and providing first aid for an infant or a child who is unresponsive and breathing normally. The qualification also covers how to administer first aid to an infant or a child who is choking or suffering from hypovolemic shock and how to treat minor injuries.

This qualification is assessed by a practical demonstration and written/oral questioning.

Delivery:

One day session.

Qualification achieved:

Level 3 Award in Paediatric First Aid (RQF)

Food Safety

Level 2 Award (QCF)

This qualification is designed for anyone working in a catering environment where food is prepared, cooked and handled. Procedures and skills gained on this course will be of use in the workplace and at home.

Who needs this qualification?

Anyone working in a catering setting where food is prepared, cooked and handled. Typical environments may include pubs, hotels, restaurants, hospitals, care homes and schools.

Why is this training important?

Everyone who works with food has a special responsibility for safeguarding the health of consumers and ensure that the food they serve or sell is perfectly safe to eat.

Learning outcomes:

- Confidence and expertise to safely deliver quality food to customers
- Firm grasp of the importance of food safety and knowledge of the systems, techniques and procedures involved
- Refreshment of this qualification is recommended at least every three years
- Understanding of how to control food safety risks (personal hygiene, food storage, cooking and handling).

Delivery:

One day course.

Qualification achieved:

Level 2 Award in Food Safety in Catering (QCF)

Introduction to

Working in Hair and Make-up

Level 1 Award

Would you like to learn a new skill?

Would you like to see if working in the hairdressing sector is a future career for you?

If so, why not join this short course and gain a recognised qualification in hair and beauty?

On this course you will learn:

- Hair styling techniques
- How to present a professional image
- Make-up application

Progression opportunities:

Include further courses or employment in hairdressing or media make-up.

Delivery:

Approx. 20 hours.

Introduction to Working in Adult Social Care Level 1 Award (QCF)

This course is an introduction into Adult Social Care and will give a basic knowledge of the sector.

The course will equip you with:

- An awareness of services within the local area
- An awareness of the skills and attitudes required of employers within the sector
- An understanding of the importance of communication and the various methods used within the sector.

Delivery:

Three hours per week for 6 weeks.

Qualification achieved:

Level 1 Award in Preparing to Work in Adult Social Care (RQF)

Developing Awareness of Adult Social Care Level 2 Certificate (QCF)

This qualification is aimed at individuals who are interested in working in adult social care and covers a range of key areas of knowledge applicable to working in the sector.

Units will include:

- Communication
- Duty of care
- Equality, diversity and inclusion
- Handling information

Delivery:

Three hours per week for 10 weeks.

Qualification achieved:

Level 2 Certificate in Preparing to Work in Adult Social Care (QCF)

Develop Understanding in Common Health Conditions Level 2 Certificate (CACHE/ NCFE)

This qualification aims to develop the learner's knowledge and understanding of:

- Various common health conditions
- Monitoring the health of individuals affected by health conditions.

The purpose of this qualification is to give learners currently working in, or intending to work in, adult health and social care an awareness of a range of common health conditions. Learners may then progress to additional qualifications to gain a more in-depth understanding of specific health conditions.

Units of delivery include:

- Understand how to contribute to monitoring the health of individuals affected by health conditions
- Understand cardiovascular disease
- Understand respiratory disease
- Introductory awareness of sensory loss
- Stroke awareness
- Diabetes awareness
- Arthritis awareness

Delivery:

Three hours per week for 12 weeks.

Qualification achieved:

Level 2 Certificate in Common Health Conditions

Introduction to Planning a Healthy Diet

Level 1

This course has been designed to provide a good, basic understanding of nutrition to enable learners to plan well-balanced meals that will have a positive impact on health. The course is suitable for job roles which involve preparing, or planning meals for groups of people perhaps in a School / Nursery / Hospital / Residential Care Home.

This course:

- Provides a good basic understanding of nutrition
- Enables learners to understand the requirements of a balanced diet
- Promotes awareness of differing needs, allergies and food intolerances.

Course content will include:

- The principle of balanced diets
- Sources of essential nutrients
- The impact of diet on health
- How to plan and provide special diets
- The impact of special diets on health.

This qualification is assessed by completion of written workbook and personal action plan during the course.

On successful completion of this one day course participants will receive an accredited, recognised qualification and certificate.

Delivery:

One day course.

Qualification achieved:

Level 1 Planning a Healthy Diet

Introduction to Child Care

Level 1 Award (QCF)

This qualification is designed to enhance learners' knowledge and skills for those seeking to develop a career in the Child care Sector. It will provide learners with opportunities to develop a range of skills, techniques, personal skills and attributes essential for a successful working life.

Units of delivery include:

- Communication skills with children
- Creative activities for young children
- Encouraging children to eat healthily
- Respecting children.

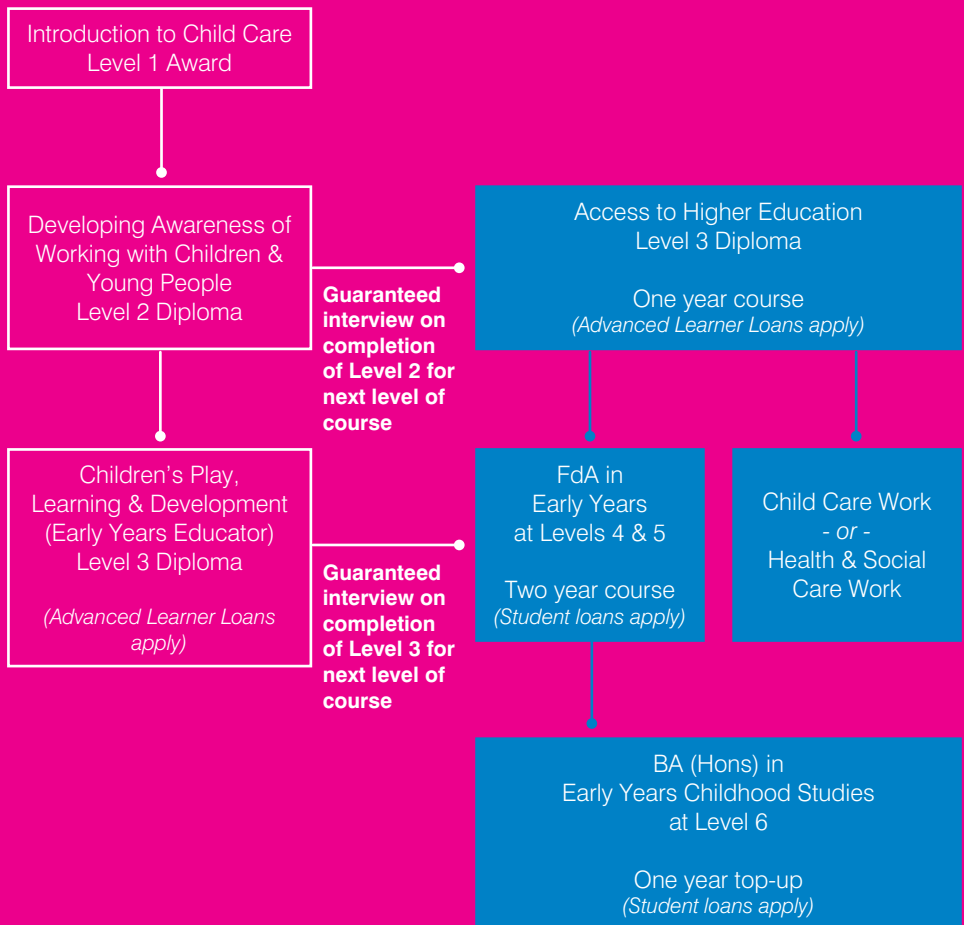
Delivery:

Three hours per week for 10 weeks.

Qualification achieved:

Level 1 Award in Caring for Children (QCF)

Career Pathways in Child Care and Early Years



Please note, many combinations of qualifications can be taken to get to Higher Level qualifications.

Introduction to Health, Social Care and Children's and Young People's Settings

Level 1 Certificate (QCF)

The skills and understanding you'll gain from this qualification will give you a good insight into the practical qualities you'll need to work in the Health, Social Care and Children's and Young People's Settings sector.

You'll be able to develop and assess your understanding of the range of services, principles and values within the sector. You'll gain an awareness and knowledge of equality and inclusion, protection and safeguarding, and health and safety. You'll also develop your knowledge and understanding of communication and person-centred support in health, social care and children's and young people's settings.

Delivery:

Full days for 10 weeks.

Qualification achieved:

Level 1 Certificate in Introduction to Health, Social Care and Children's and Young People's Settings (QCF)

Developing Awareness of Working with Children and Young People

Level 2 Certificate (QCF)

This course is ideal for learners interested in working in child care. It will give learners a basic understanding of child care and education, parenting and baby sitting. The course will also help learners to make informed career choices regarding working with children and young people.

This course consists of specially selected units which cover the areas important for someone seeking a comprehensive introduction to the child care sector. Course units are focused on children's welfare and health and safety and cover themes such as:

- Children's play and leisure activities
- Importance of play for early learning
- Parenting and healthy lifestyles
- Respecting and valuing children
- Rights and responsibilities in relation to parenting
- Safeguarding the welfare of children and young people
- Sharing learning experiences with children.

Delivery:

Three hours per week for 10 weeks.

Qualification achieved:

Level 2 Certificate in Introducing Caring for Children and Young People (QCF)

Introduction to Health and Social Care Level 1 BTEC Certificate (QCF)

Accrington and Rossendale College has developed an award accredited through BTEC Edexcel. This qualification is a taster designed to enhance learners' knowledge and understanding of Health and Social Care.

Units of delivery include:

- Communication with adults and children
- Health and social care needs
- Investigating rights and responsibilities at work
- Personal care in health and social care.

Accrington and Rossendale College can tailor this qualification to meet the needs of your organisation and learners.

Delivery:

Three hours per week for 10 weeks.

Qualification achieved:

Level 1 BTEC Certificate in Health and Social Care (QCF)

Developing Understanding of the Health Sector Level 2 Certificate (QCF)

This qualification is ideal for learners who are considering a career in the health care sector. It aims to provide learners with the skills and knowledge required to work effectively in the Health Sector.

It is an excellent progression route for students who have already achieved the Level 1 in Health and Social Care.

The qualification will enable learners to recognise the importance of effective communication in the workplace. Learners will also develop an understanding of health and safety and quality standards, whilst helping them to identify personal development needs and issues surrounding equality and diversity.

Units of delivery:

- Communication skills for working in the health sector
- Equality and diversity in the health sector
- Health, safety and security in the health sector
- Maintaining quality standards in the health sector
- People and personal development in the health sector
- Service improvement in the health sector.

Delivery:

Three hours per week for 10 weeks.

Qualification achieved:

Level 2 Certificate in Understanding Working in the Health Sector (QCF)

Developing Knowledge of the Principles of Dementia

Level 2 Certificate (QCF)

This Level 2 qualification aims to assist learners to develop their knowledge and understanding of the principles of caring for those with dementia.

It covers areas such as person centred care, the influence of positive communication methods, issues relating to the use of medication for those with dementia and the importance of providing appropriate activities.

The qualification can be used to support the knowledge and understanding required to work in a dementia care role.

The qualification consists of seven mandatory units:

- Dementia awareness
- The person centred approach to the care and support of individuals with dementia
- Understand behaviour in the context of dementia
- Understand equality, diversity and inclusion in dementia care
- Understand the administration of medication to individuals with dementia using a person centred approach
- Understand the benefits of engaging in activities in social care
- Understand the factors which can influence communication and interaction with individuals who have dementia.

Delivery:

Three hours per week for 10 weeks.

Qualification achieved:

Level 2 Certificate in the Principles of Dementia Care (QCF)

Developing Knowledge of Autism

Level 2 Certificate (QCF)

This qualification is designed for a wide range of learners who wish to develop their understanding of autism and the principles of supporting individuals with autism.

It covers the person-centred approach and influence of positive communication methods, how to support positive behaviour and how individuals with autism can be supported to live healthy and fulfilled lives.

Units of delivery:

- Communication and social interaction in individuals with autism
- Introduction to autism
- Sensory processing, perception and cognition in individuals with autism
- Supporting individuals with autism to live healthy and fulfilled lives
- Supporting positive behaviour in individuals with autism
- Using a person-centred approach to support individuals with autism.

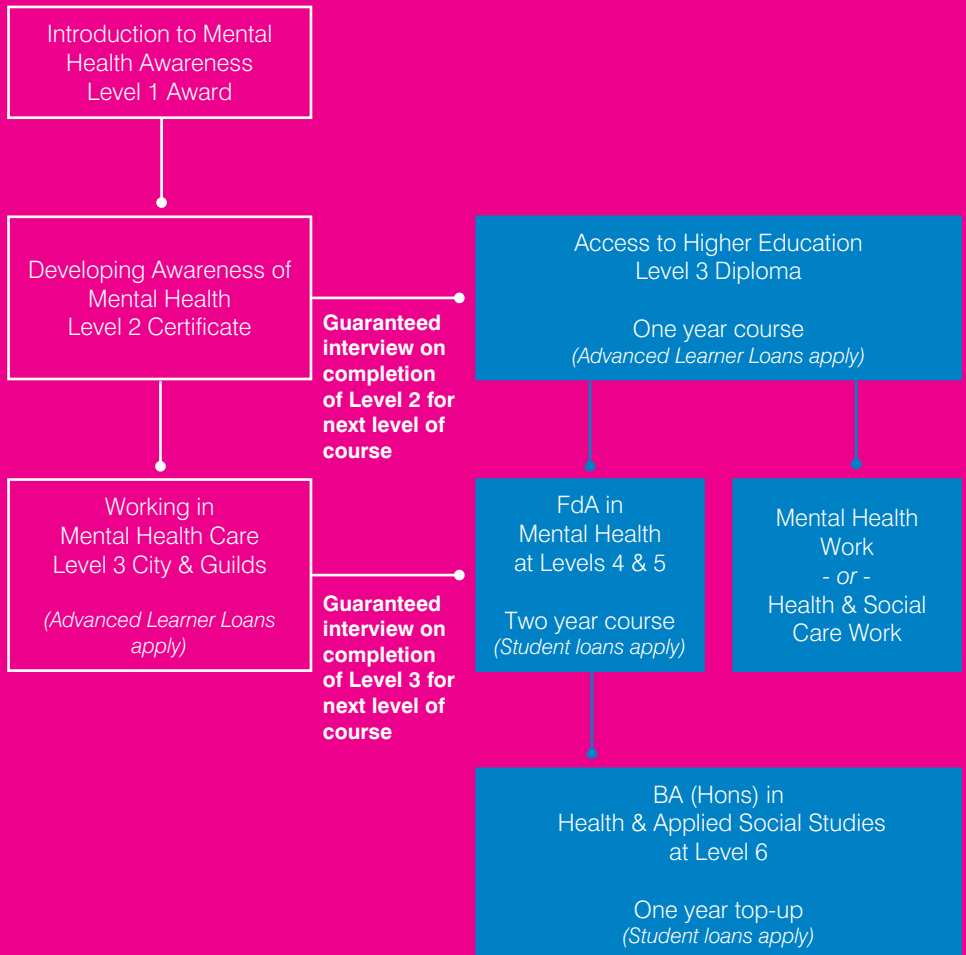
Delivery:

Three hours per week for 12 weeks.

Qualification achieved:

Level 2 Certificate in Understanding Autism (QCF)

Career Pathways in Mental Health Work



Please note, many combinations of qualifications can be taken to get to Higher Level qualifications.

Introduction to Mental Health Awareness Level 1 Award (QCF)

This qualification looks at the knowledge and understanding of the key principles of a wide range of mental health issues.

This qualification aims to:

- Develop learners' knowledge of the rights of those with mental health issues
- Dispel myths and misconceptions frequently linked to mental health issues

Delivery:

Three hours per week for four weeks.

Qualification achieved:

Level 1 Award in Mental Health Awareness (QCF)

Developing Awareness of Mental Health Issues Level 2 Certificate (QCF)

This qualification looks at the knowledge and understanding of the key principles of a wide range of mental health issues.

Course topics will include:

- Bi-polar disorder
- Dementia
- Depression and post-natal depression
- Eating disorders
- Mental health

Delivery:

Three hours per week for 14 weeks.

Qualification achieved:

Level 2 Certificate in Awareness of Mental Health Problems (QCF)

Develop Understanding in Children and Young People's Mental Health

Level 2 Certificate (CACHE/ NCFE)

The purpose of this qualification is to increase learner's knowledge and awareness of children and young people's mental health.

By completing the qualification, learners will develop knowledge of:

- Children and young people's mental health in context
- Mental health problems commonly associated with children and young people
- The impact of mental ill-health on children and young people
- Support available to maintain mental wellbeing in children and young people.

Units include:

- Understand children and young people's mental health in context
- Understand factors which may affect children and young people's mental health
- Understand children and young people's mental health concerns
- Understand the impact of children and young people's mental health concerns
- Understand how to support children and young people with mental health concerns

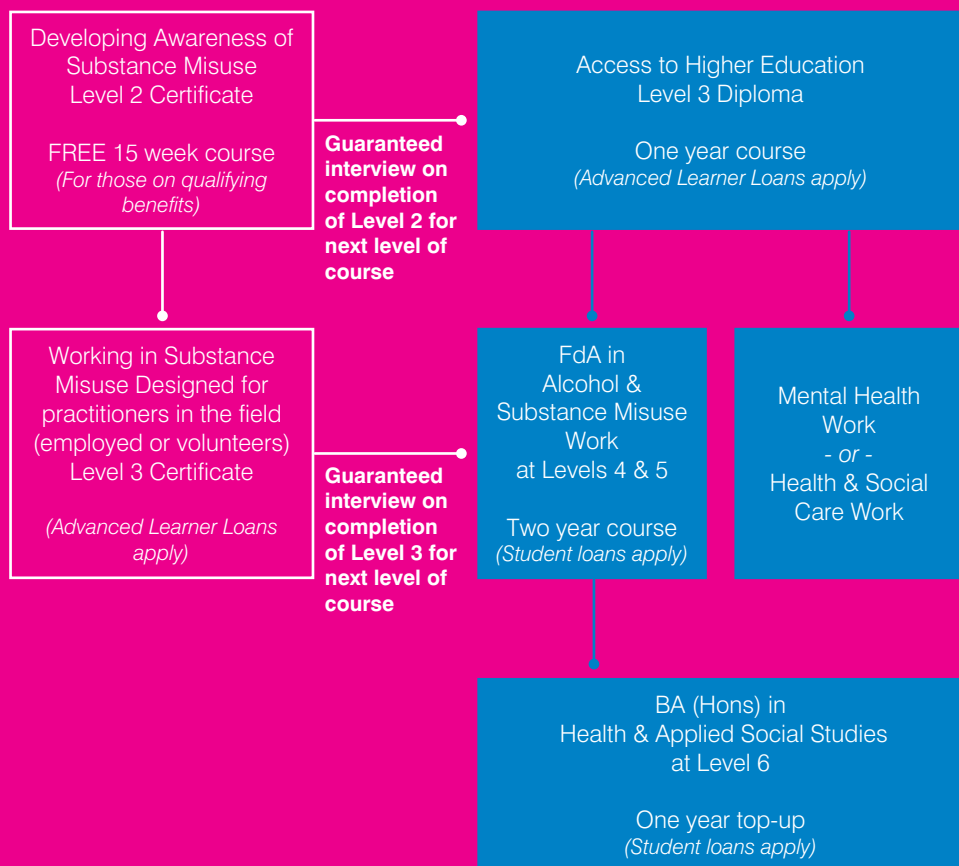
Delivery:

Three hours per week for 12 weeks.

Qualification achieved:

Level 2 Certificate in Understanding Children and Young People's Mental Health

Career Pathways in Substance and Alcohol Misuse



Please note, many combinations of qualifications can be taken to get to Higher Level qualifications.

Introduction to Personal and Social Well-being

Level 1 Award (RQF)

This short course has been designed to help you to start thinking about your own wellbeing and that of others. The qualification will cover a variety of topics, which can influence the wellbeing of people and the qualification will help you to identify strategies to overcome this.

Units include:

- Forming and Breaking Habits
- Personal Resilience
- Understanding Substance Misuse.

Delivery:

Three hours per week for 7 weeks.

Qualification achieved:

Level 1 Award in Individual Capital Development (RQF)

Introduction to Alcohol Awareness

Level 1 Award (CACHE/NCFE)

This qualification aims to raise awareness of the harmful effects of alcohol use, and engage learners in understanding issues that can impact on health and well-being.

Units include:

- Introduction to alcohol awareness for the individual.

Delivery:

Three hours per week for 4 weeks.

Qualification achieved:

Level 1 Award in Alcohol Awareness (CACHE/NCFE)

Developing Awareness of Substance Misuse

Level 2 Award (QCF)

The Level 2 Award in Substance Misuse aims to develop learners' understanding surrounding substance misuse, its causes, the impact and the community responses. The qualification is aimed at individuals who are looking to work in a substance misuse role with progression routes to the Substance Misuse Level 3.

The qualification aims to:

- Consider the reasons people use drugs and be able to categorise drugs, explaining their effects
- Examine different types of community involvement associated with substance use/misuse
- Examine the size and scope of drug use/misuse in the UK
- Identify examples of good practice in community involvement and development and look at national initiatives which support these
- Investigate the signs and symptoms of drug use/misuse and the range of possible responses and services available.

This course also includes the Level 1 Award in Skills for Employment. This award allows learners to gain a deeper understanding of how to effectively apply for employment and develops skills in adapting a CV, sending emails, applying for jobs and preparing for interviews.

Delivery:

Three hours per week for 10 weeks.

Qualification achieved:

Level 2 Award in Substance Misuse (QCF)

College Based Courses



The courses in the following section are also fully funded for anyone who is unemployed, claiming a benefit or actively seeking work. Some course fee waiver is also available to those on a low income.

Some of these courses are delivered at the college in order to take advantage of the fantastic facilities (for courses such as Construction and Facilities Management).

Other courses are here at the college as they are a progression route from the short introductory community based courses. These courses tend to run over longer periods of time and require a strong commitment to complete. Subjects include, Counselling and Supporting Teaching and Learning in Schools.

Support Work in Schools Level 2 Award

The Level 2 Award in Support Work in Schools qualification is suitable for anyone working or looking to work in a variety of full and part-time support roles in schools.

The subjects covered include:

- Child and young person development
- Communication and professional relationships
- Equality, diversity and inclusion in work
- Safeguarding the welfare of children and young people
- Schools as organisations (optional unit).

During this eight week course you will complete various tasks such as carrying out research into child development, legislation and the roles of other professionals working within schools.

Delivery:

Eight week course.

Qualification achieved:

Level 2 Award in Support Work in Schools

ESOL Various Levels

Would you like to learn a new skill or improve your existing skills?

Why not join this short ESOL course and gain a recognised qualification?

ESOL is aimed at foreign-speaking individuals who are looking to gain confidence and improve their accuracy in using English.

The course includes the following:

- Reading
- Speaking and listening
- Writing.

Starts from Pre-Entry to Level 2.

Initial Assessment to be completed.

Qualification achieved:

Various dependant on level.

ESOL also runs in various community venues. Contact us to find out about the one closest to you.

Introduction to Conservation Skills

Entry 3 Award (RQF)

This qualification in Conservation is appropriate for all learners who have a keen interest in conservation activities such as managing our landscapes, habitats, species and access to our countryside.

Subjects will include:

- Health and Safety in a Practical Environment
- Knowing your Local Area
- Preparing a Site for Planting Young Trees
- Using and Maintaining Tools Used in Conservation

Duration:

Six hours per week for 6 weeks

Qualification achieved:

Entry Level Award in Introductory
Conservations Skills (RQF)

Introduction to Practical Horticulture Skills

Level 1 Award or Certificate (QCF)

Would you like to improve your horticultural skills and knowledge, whilst gaining a nationally-recognised qualification?

This course is a fun, practical introduction to gardening and is an ideal course for anyone wanting to gain basic horticulture skills.

You will learn the skills and techniques needed to design a hanging basket or a container and using a range of plants you will learn how to create effective displays.

Subjects will include:

- Identify weeds
- Prepare for sowing or planting under supervision
- Prepare soil and apply organic mulch
- Sow seed indoors in containers and plant container grown subjects
- Sow seed outdoors in drills by hand and sow seed indoors in containers
- Water a bed, border or area of plants in containers.

Duration:

Six full days

Qualification achieved:

Level 1 Award or Certificate in Practical
Horticulture Skills (QCF)

COSHH

Level 2 Award (QCF)

This accredited qualification is for anyone who is likely to come into contact with hazardous substances within a variety of working environments including:

- Cleaning
- Health care
- Manufacturing
- Office environments
- Transport
- Utilities.

It gives learners the knowledge to recognise the risks associated with hazardous substances and how to control them.

Subjects covered include laws relating to hazardous substances in the workplace, risk assessments, safe use of hazardous substances in the workplace, control precautions and procedures for dealing with hazardous substances.

This qualification is usually achieved by taking a half-day course.

Assessed by a 30 minute, 15 question, multiple-choice examination.

Learners achieving this qualification are able to progress to:

- HABC Level 3 Award in Health and Safety in the Workplace (QCF)
- HABC Level 3 Award in Risk Assessment (QCF)

Duration:

Up to 1 day

Qualification achieved:

Level 2 Award in the Control of Substances Hazardous to Health (QCF)

Introduction to Warehousing and Storage Principles

Level 1 Certificate (QCF)

Are you interested in developing a career in the Warehousing and Storage industry?

Why not join this short course in Warehousing and Storage Principles and gain a recognised qualification?

This qualification is aimed at individuals who are interested in working within the logistics sector, particularly within a warehousing environment.

It covers the underpinning knowledge requirements to be able to store and receive goods appropriately, as well as exploring how to process and dispatch orders.

The principles of effective customer service, as well as an understanding of key health and safety legislation, are also an essential element of this qualification.

Duration:

Six full days

Qualification achieved:

Level 1 Certificate in Warehousing and Storage (QCF)

Developing Awareness in Risk Assessment

Level 2 Award (QCF)

This is suitable for learners working in any environment who need to be more risk-aware.

It improves their knowledge of risk in the workplace and the basic steps they can take to control it.

This qualification is designed to be an introduction to the principles of risk assessment.

This qualification is assessed through a 20 question, multiple-choice examination.

- HABC Level 2 Award in Health and Safety in the Workplace (QCF)
- HABC Level 3 Award in Risk Assessment (QCF)

Duration:

One day

Qualification achieved:

Level 2 Award in Risk Assessment (QCF)

Introduction to the Cleaning Industry

Level 1 Certificate

This new qualifications provide a broad understanding of cleaning, waste, recycling and facilities services. The qualification is aimed at those looking for entry into, or to progress in their career in the facilities industry.

The three mandatory units include:

- Health, safety and security in the facilities industry
- Introduction to working in the facilities industry
- Workplace hygiene in the facilities industry.

Delivery:

Two full days or five half days.

Qualification achieved:

Level 1 Certificate in Introduction to the Cleaning Industry

Practical Cleaning Skills

Level 2 Certificate

This new qualification builds upon cleaning skills and knowledge you may have already gained on previous cleaning courses. This qualification is aimed at those looking for entry into or to progress their career in more specialised areas of the facilities industry.

The course comprises five mandatory units:

- Prepare and cosmetic clean carpets
- Prepare and deep clean carpets
- Prepare and remove hazardous items from a trauma scene
- Prepare, clean and dispose of bodily fluids at a trauma scene
- Prepare to work in the cleaning industry.

Assessment of the above units is by completion of research, assignments, workbook and practical assessments.

Entry requirements:

You must have completed City and Guilds Level 1 Introduction to Working in the Facilities Industry or equivalent before starting this course.

Progression onto the trauma course units are subject to learners completing and achieving the carpet cleaning units successfully.

Delivery:

Six full days.

Qualification achieved:

Level 2 Certificate in Practical Cleaning Skills

Facilities and Site Supervision

Level 1 Certificate

This programme is designed to give people the knowledge and some of the practical skills to assist in gaining employment in a care-taking and cleaning role.

On successful completion you will gain:

- Level 1 Award in Practical Cleaning Skills
- Level 1 Certificate in Introduction to the Facilities Industry

Delivery:

One day per week for six weeks.

Qualifications achieved:

- City & Guilds Cert. Level 1 Introduction to working in the facilities industry
- City & Guilds Award Level 1 Practical Cleaning Skills

Facilities and Buildings

Level 1 Certificate

This programme is designed to give people the knowledge and some of the practical skills to assist in gaining employment in a care-taking and cleaning role. On successful completion you will gain a Level 1 Certificate in Introduction to the Facilities Industry and Level 1 in Practical Cleaning Skills.

Delivery:

One day per week for six weeks.

Qualifications achieved:

- City & Guilds Cert. Level 1 Introduction to working in the facilities industry
- City & Guilds Award Level 1 Practical Cleaning Skills

Construction and Motor Vehicle Engineering Skills Courses

The short introductory courses listed will give you all the skills you need for home DiY projects, to help you upskill and provide the basic knowledge so that you can move on to a higher level course. The training will be based at our Broad Oak Campus in the state-of-the-art workshops, using the latest materials and tools.

These courses are a great way to meet new people, learn a new skill and have fun.

Brickwork Day Course



Fancy building that garden wall at home or carry out minor building repairs? Then this introductory course will enable you to gain the basic skills in Bricklaying to complete small building projects in and around the home.

Delivery: One day per week for nine weeks.

Multi-Skills Day Course



Do you think that your DIY skills are inadequate? The 11 week multi-skills course covers Bricklaying, Carpentry and Joinery, Painting and Decorating and Plastering skills.

Delivery: One day per week for 11 weeks.

Motor Vehicle Engineering Day Course



Fancy trying mechanics? This 12 week course teaches basic vehicle maintenance and servicing. A certificate will be awarded upon successful completion.

Delivery: One day per week for 12 weeks.

Plastering Day Course



Have you ever wanted to carry out that plastering job at home? This introductory course will cover all the plastering skills you need to complete it.

Delivery: One day per week for nine weeks.

CSCS Card Level 1 Certificate

Learners would complete a AIM extended award which consists of three elements:

1. AIM Awards Suite of Vocational Pathways Qualifications (AIMVOCs) in Construction and Building – Extended Award Level 1
2. Health & Safety in Construction Level 1
3. CITB Health, Safety & Environment 'Operative' Test

Before moving on to complete the AIM Level 1 Award in Health and Safety in a Construction Environment exam.

All done online with access to all learning resources and practice questions to get you ready for the CITB Health, Safety and Environment Test.

The course is FREE to anyone unemployed and looking for work and in receipt of qualifying benefits and we will pay for your exam fees and your CSCS card.

Delivery:

Three days (Monday, Wednesday, Friday) at the Waterside Centre, Accrington.

Qualifications achieved:

You will gain two certificates for the elements studied.

If you pass the CITB Health, Safety and Environment test then you will receive a print off which states you passed and your CITB registration number. With this, we can apply for your CSCS card.

Venue:

Waterside Centre, St. James Court West, Accrington, BB5 1NA (Certified Test Centre)



“I wish the course could have been longer because I enjoyed it so much.”

Do you want to move on?

To help you get ahead, maths and English courses are totally **FREE!**

- No exam fees
- No equipment fees
- No enrolment fees
- No tuition fees

If you want to get ahead, you need maths and English qualifications. You can get them for free now at Accrington and Rossendale.

If you need to improve your confidence with these skills, help kids with homework, get on at work, or you want to improve your job prospects, then you need maths and English qualifications.

For more information contact us on:

Call: **01254 354354**

Email: **info@accross.ac.uk**

Moving On, Moving Up

Progression to Higher Education

The Access to Higher Education (HE) Diploma prepares students for study at university level either at this college or at a university.

It is designed for people who would like to study in HE but who left school without sufficient qualifications.

The majority of Access to HE students go on to obtain foundation degrees, honours degrees and other qualifications. Many go on to change their lives and

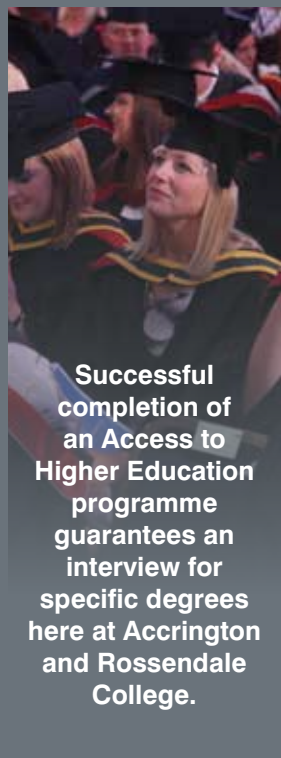
pursue new careers. You don't need to have any particular previous qualifications to start and it doesn't matter how long it is since you last studied.

However, some universities require particular GCSEs or equivalents. It is essential for you to contact them to gain this information.

For more info contact us on:

Call: 01254 354117

Email: he@accross.ac.uk



Successful completion of an Access to Higher Education programme guarantees an interview for specific degrees here at Accrington and Rossendale College.

Advanced Learner Loan

Aged 19 or over and thinking about Further Education?

All students aged 19 or over and studying a Level 3, 4, 5 or 6 qualification are now required to pay course fees, but a loan is available. However, if you are aged 19-23 studying your first full Level 3 your fees are waived.

For further enquiries and support please contact our Student Services Team or visit our website:

Call: 01254 354197

Email: studentadministration@accross.ac.uk

Web: www.accross.ac.uk/adult/advanced-learner-loan



Accrington and Rossendale College
Broad Oak Campus, Broad Oak Road, Accrington, Lancashire. BB5 2AW

Call Reception on 01254 389933
Call Information and Guidance on 01254 354354

Email: info@accross.ac.uk | Web: www.accross.ac.uk

