

Training for Employment Course

A FREE 6 week training course to help you
get back into work...

...it's as easy as 1,2,3

STEP 1

Am I eligible for the free training?

If the following applies to you, then you can join the course:

- ✓ I am over 19 years old
- ✓ I have been unemployed for 6 months

STEP 2

What will I do on the 6 week course?

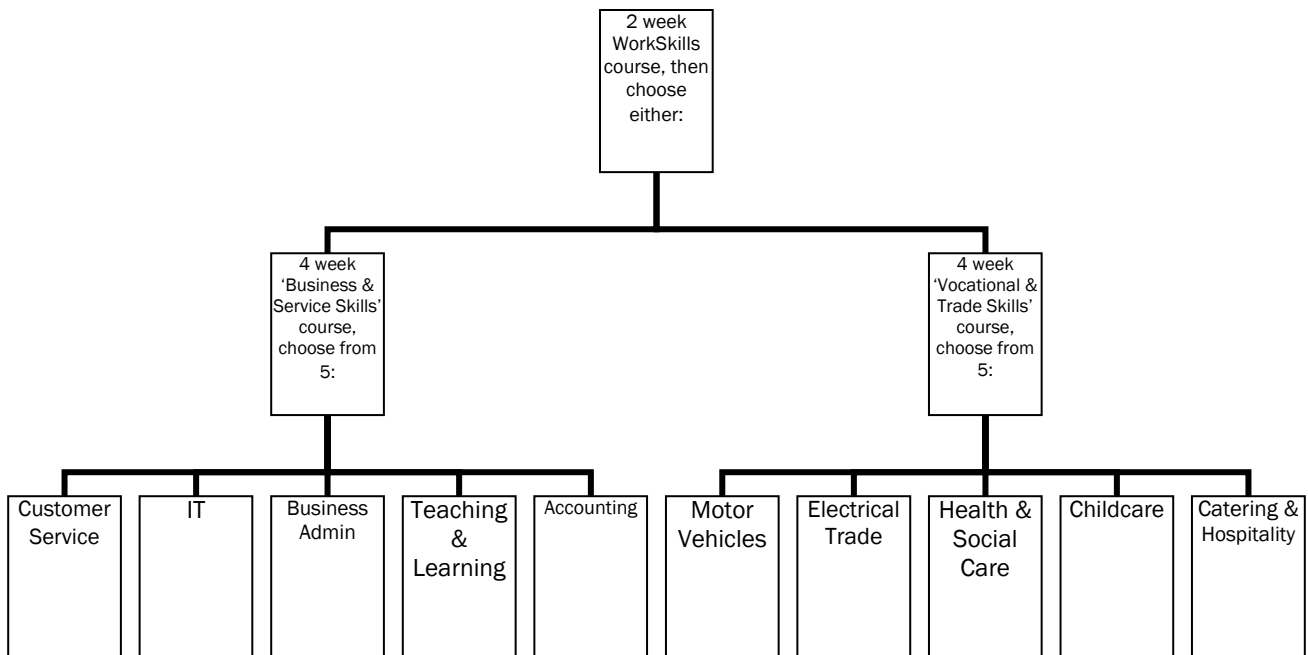
1. The first 2 weeks will be spent on a course which will help you to improve your English, maths and communication skills for work.
2. Once you have completed this 2 week programme you will be awarded a 'BTEC Award in WorkSkills'.
3. The next 4 weeks will provide you with the skills you need to work in your chosen industry. You can choose from 10 different industries (see inside for more details).
4. You can add your new qualification and skills to your CV to help you find a job.

STEP 3

What do I do next?

Simply call Southgate College on **020 8982 5050** and/ or contact your Job Centre Advisor to find out more.

10 great choices for your course



Business & Service Skills Choices

Customer Service

Employment in Travel, Tourism, Sport, Leisure, Retail and other customer facing roles. You will work towards an NVQ2 in Customer Service.

IT

Employment where a good level of IT skills are required. During these 4 weeks you will carry out an in-depth assessment of your existing IT skills and study for the 'Word Processing Software' unit.

Business Administration

Employment in a range of areas with a business administration role. You will have an induction into the Business Administration qualification and work towards Unit 212 - 'Use IT Systems'.

Teaching & Learning

Employment in a training, tutoring or assessing role in FE, Adult Education, Community Learning and Work Based Learning. During the

4 weeks you will work towards the 'Preparing to Teach in the Lifelong Learning Sector' (PTLLS) qualification.

Accounting

Employment in a range of employment areas with a financial role. You will have an induction into the Accounting qualification and work towards Unit 3 – 'Bookkeeping to Trial Balance'.

Vocational & Trade Skills Choices

Motor Vehicles – Maintenance & Body Repair

Employment in Motor Vehicle Maintenance or Motor Vehicle Body Repair roles. You will have an induction into the relevant qualification and work towards either 'Vehicle Engines' or 'Panel Preparation and Repair' units, leading to IMI Tech Cert/NVQ qualifications.

Electrical trade

Employment in the electrical installations trade. You will have an induction into the Level 2 Certificate of Electrotechnical Technology and work towards 'Working Effectively and Safely in an Electrotechnical Environment'.

Health & Social Care

Employment working in the care sector. You will have an induction into the NVQ2 Health & Social Care and work towards a unit in 'Developing Communication Skills for Care'.

Childcare

Employment working in the area of Childcare. You will receive an induction to the NVQ Level 2 in Children's Care, Learning & Development and work towards units in 'Developing Skills for Working with Children' and 'Developing through Play'.

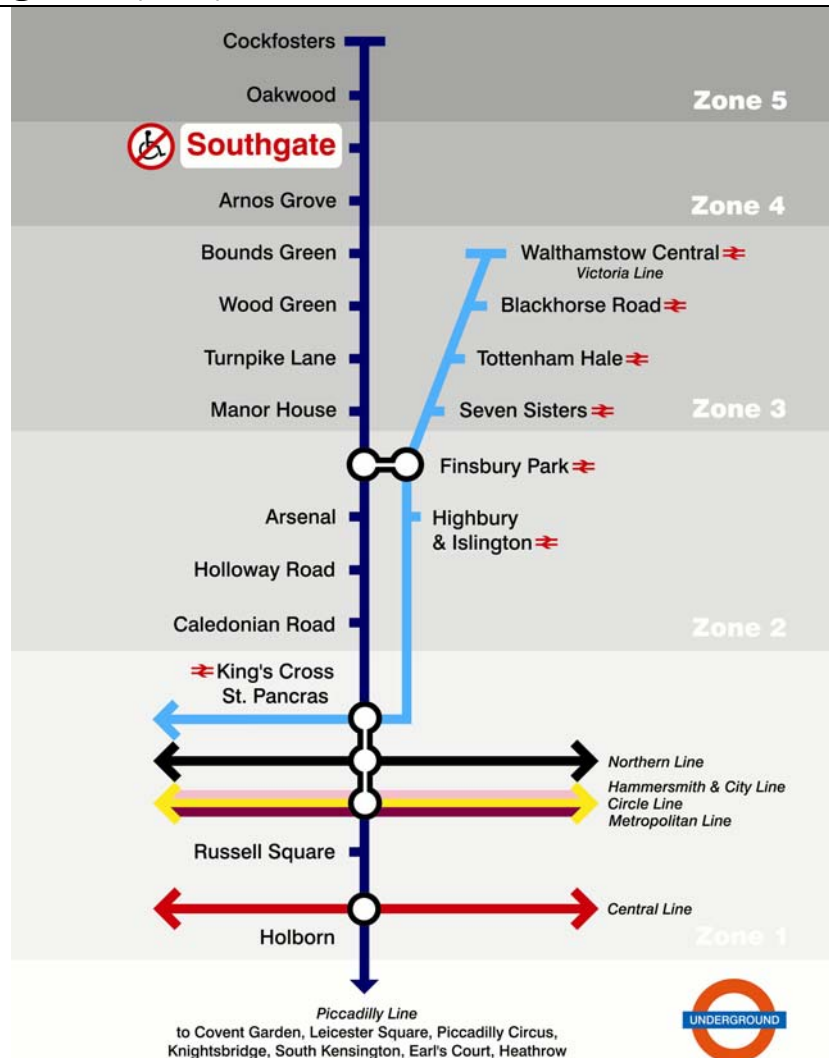
Catering & Hospitality

Employment in Food Service or Food Preparation roles. You will work towards units at various levels to include: 'Prepare and Cook a Range of Dishes and/or Provide Table and Drink Service'.

How to find us

Southgate College, High Street, Southgate London, N14 6BS

By underground (tube)



Underground

Southgate College is approx 200m (2 minutes' walk) from Southgate tube, Piccadilly line (Zone 4).

Latest tube information: www.tfl.gov.uk

Rail

Nearest stations are:

- New Southgate (then bus 382)
- or Palmers Green (then bus 121 or W6)

Car Parking

Limited free parking at Southgate High St, gates are locked when full. We strongly advise using public transport. A controlled parking zone operates in the area.

Bus

- W6 (Edmonton Green–Southgate)
- W9 (Chase Farm Hospital–Southgate)
- 121 (Turnpike Lane–Southgate–Enfield Lock)
- 125 (Winchmore Hill–Southgate–Finchley Central)
- 298 (Arnos Grove–Southgate–Potters Bar)
- 299 (Cockfosters–Southgate–Muswell Hill)
- 382 (Mill Hill East–Southgate)

Tel: 020 8982 5050 Email: admiss@southgate.ac.uk