

WORK READY PROGRAMMES

FOR THE UNEMPLOYED



NEW JOB

Move in the
right direction

with Solihull College & University Centre



Solihull College
& University Centre

Welcome to the...

Solihull College & University Centre

WORK READY **PROGRAMMES**

Solihull College & University Centre has successfully supported and worked with unemployed people for over 12 years.

We will provide clients who are currently unemployed, aged 19 and over and who want to be employed or progress into more sustainable employment with an array of nationally recognised short course qualifications to help improve job prospects and open doors to brand new careers.

The work ready programme hosts a wide variety of short courses for those looking to either return to a familiar job sector or begin a new career in something completely different. Courses range from two to ten weeks and are offered in the following areas:

- Airport Customer Service
- Become an Administrator
- Bookkeeping
- Construction - Bricklaying
- Customer Service
- Early Years
- Engineering Machining
- English and Maths
- ESOL
- Health and Social Care
- Horticulture
- IT Digital Skills
- Motor Vehicle
- Security Services
- Starting your own Business

Upon completion of any of our courses there are further opportunities with Solihull College & University Centre to enhance their learning experience and move on to part time courses and increase employability skills further.

The College has ample transport links to both our Blossomfield and Woodlands Campuses with bus and railway stations just minutes away. Jobcentre Plus will cover travel expenses and could also help with any short term childcare costs for those on Work Ready Programmes.

Programme Criteria

Clients will be referred by an advisor and then assessed by a subject tutor before the course starts.

Clients will be excused signing while attending the course.

English and Maths courses are available to clients who can then progress onto courses.

Horticulture and Construction courses will require clients to attend with hard toe boots and the College does not supply these and clients will need to make a direct request for help with this cost to JCP.

Referrals and Enquiries

To refer a client please either phone 0121 678 7000 or email enquiries@solihull.ac.uk to book an interview with a course tutor.

Courses and dates in the booklet are current at the time of printing and may be subject to change.

Work Ready Programmes

Course	Course Details	Maths & English Assessment Required
Airport Customer Services	<p>This course is ideal for those wishing to work in a customer service role within the Airport such as check-in assistant, customer service assistant, sales assistant, waitress, bar attendant, receptionist, carpark assistants etc.</p> <p>During the course you will be taught about various aspects of Customer Service such as communication skills, teamwork etc. that can then be put into practice in a range of careers.</p> <p>In addition you will also be gaining valuable skills to prepare you for work including interview skills, CV writing, job application forms etc. ensuring that you not only leave the course with recognised qualifications but also an up to date CV.</p>	Yes
Become an Administrator	<p>Suitable for those who would like to work in an office environment. Develop your knowledge and understanding of a range of key administrative functions and activities. Learn to work effectively in a business environment, both independently as well as in a team, to the standard required by business.</p>	Yes
Bookkeeping	<p>Induction and Registration with AAT. Understand the role of the bookkeeper. Understand financial transactions. Process customer and supplier transactions. Process receipts and payments.</p> <p>There will be a final exam including 30 minutes for tutor to discuss next steps with students e.g. progression to full AAT Accounting Qualification. A minimum of 10 students required per course.</p>	Yes
Construction - Bricklaying	<p>Clients will develop basic bricklaying and trowel skills and learn how to produce different bonds.</p>	Yes
Customer Services	<p>This course is ideal for those wishing to work within a customer service industry such as Hospitality, Retail, Reception, Construction, Business Administration, Health & Social Care, Early Years etc.</p> <p>During the course you will be taught about various aspects of Customer Service including communication skills, teamwork etc. that can then be put into practice in a range of careers.</p> <p>In addition you will also be gaining valuable skills to prepare you for work including interview skills, CV writing, job application forms etc. ensuring that you not only leave the course with recognised qualifications but also an up to date CV.</p>	Yes
Early Years	<p>Available for individuals to take the first step in working toward a Teaching Assistant qualification. It is also an opportunity to gain Literacy/Numeracy qualifications.</p>	Yes
Engineering Machining	<p>Hands on training covering use of lathes and milling machines for production of metal components to Level 1 standard for those who may want to explore employment in the industry.</p>	No
English and Maths	<p>Develop new and existing English and maths skills in a supportive adult environment with qualifications to suit individual needs.</p>	Yes

Course	Course Details	Maths & English Assessment Required
ESOL	Improve reading, writing, speaking and listening skills and work towards a City and Guilds Award. This course will help improve employment prospects by focusing on social and work situations.	Yes
Health and Social Care	This course is for clients who are interested in working in the care environment and they will be undertaking various OCN units. This course will equip learners with underpinning knowledge and skills specific to the sector.	No
Horticulture	Hands on training covering a variety of aspects including lawn prep and care, planting & fertilizing, soil knowledge, use of power tools (Lawn Mowers/Brush-cutters etc.), green house work. Course content varies depending on season.	Yes
IT Digital Skills	Ideal for clients who have little or no knowledge of IT. Topics covered include using the Internet, Email and Word Processing. It is designed to suit individual needs and clients can achieve up to a Level 2 qualification.	Yes
Motor Vehicle	Introduction to the routine maintenance, servicing and repair of motor vehicles. This is a hands-on course giving students the opportunity to get experience in the servicing and repair of a wide range of vehicles. Students are required to wear steel toe cap boots and overalls during the course in order to comply with the Health and Safety requirements. Successful completion will enable students to progress on to the ABC Level1 Diploma in Motor Vehicle.	No
Security Services	SIA Approved. Successful completion of the qualification allows you to apply for a SIA License and work as a door supervisor or security patrol.	Yes
Starting your own Business	This course gives learners an insight into how to consider their business idea within structured business parameters, such as the type of business, the attractiveness of the business idea, the target market and balancing personal and business needs.	Yes





Blossomfield Campus

Solihull College & University Centre's Blossomfield Campus is one of the country's most impressive centres of learning. Facilities across a broad range of subjects are second-to-none, much like the setting – a green, relaxing environment with ample parking and handy links to the town centre.

OUR CAMPUSES



Woodlands Campus

There's a buzz about Woodlands that makes it an exciting, hands-on place to learn. Recently doubled in size, it's bursting with career-focused courses that offer the chance for students to perfect their skills. Boasting six new workshops for aerospace, cars, motorcycles, engines and MOTs, in addition to our existing Engineering courses, Woodlands Campus now incorporate a new state-of-the-art specialist centre for students on all our construction programmes including multi-craft, bricklaying, painting & decorating, plumbing, plastering and carpentry.

AIRPORT - CUSTOMER SERVICE

LMS Opportunity number	
Qualification details	City & Guilds Level 1 Customer Service HABC Level 1 Personal Development for Employability Food Hygiene Level 1
Course details	<p>This course is ideal for those wishing to work in a customer service role within the Airport such as check-in assistant, customer service assistant, sales assistant, waitress, bar attendant, receptionist, car park assistants etc.</p> <p>During the course you will be taught about various aspects of Customer Service such as communication skills, teamwork etc. that can then be put into practice in a range of careers.</p> <p>In addition you will also be gaining valuable skills to prepare you for work including interview skills, CV writing, job application forms etc. ensuring that you not only leave the course with recognised qualifications but also an up to date CV.</p> <p>The course will be assessed through a variety of different assessment methods including portfolio building.</p>
Duration of course	2 Weeks
Days of course	Monday – Friday
Times of course	9.30am – 3.00pm
Dates of course	w/c 8/01/18, w/c 29/01/18, w/c 26/02/18
Venue of course delivery	Woodlands Campus and Birmingham Airport
Telephone	0121 678 7000

BECOME AN ADMINISTRATOR

LMS Opportunity number	
Qualification details	College Certificate
Course details	<p>This short course gives learners an insight into how to become an effective administrator at a junior level.</p> <p>The aim of this course is to give candidates the opportunity to develop their:</p> <ul style="list-style-type: none"> • Knowledge and understanding of a range of key administrative functions and activities. • Skills to work effectively in a business environment, both independently as well as in a team, to the standard required by business. • prepare for employment in administrative roles. <p>Candidates achieving successful on this course can progress:</p> <ul style="list-style-type: none"> • to employment. • within employment. • to Apprenticeships.
Duration of course	2 weeks (3 days per week)
Days of course	Monday, Tuesday and Friday
Times of course	9.30am – 2.30pm
Dates of course	w/c 04/12/17, w/c 08/01/18, w/c 29/01/18, w/c 12/03/18, w/c 04/06/18
Venue of course delivery	Blossomfield Campus
Telephone	0121 678 7000

BOOKKEEPING

LMS Opportunity number	
Qualification details	AAT Level 1 - AAT Access Award in Bookkeeping
Course details	<p>Induction and Registration with AAT. Understand the role of the bookkeeper. Understand financial transactions. Process customer and supplier transactions. Process receipts and payments.</p> <p>There will be a final exam including 30 minutes for tutor to discuss next steps with students e.g. progression to full AAT Accounting Qualification. A minimum of 10 students required per course.</p>
Duration of course	5 sessions over 3 weeks
Days of course	Tuesday and Thursday
Times of course	9.30am – 2.30pm
Dates of course	w/c 27/11/18, w/c 08/01/18, w/c 26/02/18, w/c 16/04/18, w/c 14/05/18
Venue of course delivery	Blossomfield Campus
Telephone	0121 678 7000

CONSTRUCTION - BRICKLAYING

LMS Opportunity number	ERG/34079 & Pro-163694
Qualification details	City&Guilds Unit Accreditation is available
Course details	Available for individuals of any age and no experience is needed. Clients will develop basic bricklaying and trowel skills and learn how to produce different bonds.
Duration of course	6 weeks
Days of course	Tuesday and Wednesday
Times of course	9.30am – 3.30pm
Dates of course	w/c 15/01/17, w/c 16/04/17
Venue of course delivery	Woodlands Campus
Telephone	0121 678 7000

CUSTOMER SERVICE

LMS Opportunity number	
Qualification details	City & Guilds Level 1 Customer Service HABC Level 1 Personal Development for Employability
Course details	<p>This course is ideal for those wishing to work within a customer service industry such as Hospitality, Retail, Reception, Construction, Business Administration, Health & Social Care, Early Years etc.</p> <p>During the course you will be taught about various aspects of Customer Service including communication skills, teamwork etc. that can then be put into practice in a range of careers. In addition you will also be gaining valuable skills to prepare you for work including interview skills, CV writing, job application forms etc. ensuring that you not only leave the course with recognised qualifications but also an up to date CV.</p> <p>The course will be assessed through a variety of different assessment methods including portfolio building.</p>
Duration of course	2 weeks
Days of course	Monday - Thursday
Times of course	9.30am – 3.00pm
Dates of course	w/c 20/11/17, w/c 16/04/18, w/c 4/06/18
Venue of course delivery	Blossomfield Campus & Woodlands Campus
Telephone	0121 678 7000

EARLY YEARS

Introduction to supporting children in schools Certificate

LMS Opportunity number	
Qualification details	College Certificate
Course details	This certificate is the first step in working toward a Teaching Assistant qualification. There will be lots of practical activities and it is an opportunity to gain Literacy/Numeracy qualifications..
Duration of course	10 weeks
Days of course	Wednesday
Times of course	12.30am – 2.30pm
Dates of course	w/c 08/01/18, w/c 23/04/18
Venue of course delivery	Blossomfield Campus
Telephone	0121 678 7000

ENGINEERING MACHINING

LMS Opportunity number	
Qualification details	College Certificate
Course details	<p>Hands on training covering use of lathes and milling machines for production of metal components to Level 1 standard for those who may want to explore employment in the industry.</p> <p>Introduction to machining</p> <ol style="list-style-type: none">1.Workshop safety2.Turning3.Milling
Duration of course	6 weeks
Days of course	Tuesday and Wednesday
Times of course	6.00pm – 9.00pm
Dates of course	w/c 10/01/18 - 14/02/18
Venue of course delivery	Woodlands Campus
Telephone	0121 678 7000

ENGLISH AND MATHS

LMS Opportunity number	ERG/32597 & Pro-016548
Qualification details	City and Guilds Functional Skills English and / or maths at all levels
Course details	<p>The programme is designed for people who wish to develop new and existing English and maths skills in a supportive adult environment with qualifications to suit individual needs.</p> <p>Assessments and confidential 1:1 interviews will be undertaken before the course starts. Initial assessment results will help identify the level and type of programme suitable. (i.e. ranging from Entry Level to Level 2).</p> <p>There will be maximum of 12 learners in each group, all working towards individually agreed targets.</p>
Duration of course	5 weeks
Days of course	Monday – Friday
Times of course	10.00am – 3.00pm (Total of 20 hours per week)
Dates of course	w/c11/12/17, w/c 05/02/18, w/c 19/03/18, w/c 14/05/18
Venue of course delivery	Blossomfield Campus and Woodlands Campus
Telephone	0121 678 7024

ESOL

English for Speakers of Other Languages

LMS Opportunity number	ERG/34120 & Pro-166980
Qualification details	Work towards a City and Guilds Award
Course details	<p>This course is suitable for learners who are not already studying ESOL. Throughout the course learners will practise their reading, writing, speaking and listening skills. This course can allow progression on to a Functional Skills course, subject to confidential 1:1 interviews and Initial assessment results, to ensure the programme is suitable.</p> <p>Class activities will focus on allowing learners to communicate in social and work situations and can prepare them for progression to higher level courses and employment.</p> <p>The course is for all levels up to and including Level 1.</p>
Duration of course	8 weeks
Days of course	Monday and Friday
Times of course	2.5 hours x 2 mornings per week
Dates of course	w/c 15/01/18 and w/c 16/04/18
Venue of course delivery	Blossomfield Campus
Telephone	0121 678 7000

HEALTH AND SOCIAL CARE

LMS Opportunity number	ERG/34127 & Pro-167307
Qualification details	E3 Award in Skills for Health and Social Care OCN
Course details	<p>This course is for clients who are interested in working in the care environment and they will be undertaking various OCN units. This course will equip learners with underpinning knowledge and skills specific to the sector.</p> <p>Units covered will be:</p> <p>Working in Health and Social Care and Children's and Young People's Settings.</p> <p>Principles and Values in Health and Social Care, Adults and Children and Young People, Early Years.</p> <p>Protection and Safeguarding in Health and Social Care Adults. and</p> <p>Children and Young People, Early Years and Childcare.</p>
Duration of course	3 weeks
Days of course	Thursday and Friday
Times of course	10.00am – 2.30pm
Dates of course	w/c 08/01/18 and w/c 15/03/18
Venue of course delivery	Blossomfield Campus
Telephone	0121 678 7000

HORTICULTURE

LMS Opportunity number	ERG/34092 & Pro-016979
Qualification details	City and Guilds Level 1 Practical Horticulture Skills
Course details	<p>Hands on training, this is a small sample of possible aspects we cover:-</p> <p>Lawn prep and care, Planting & fertilizing, ground preparation and establish site, border maintenance, Soil knowledge, use of power tools (Lawn Mowers/Brush-cutters etc), green house work. Courses change dependent on the growing season and weather condition.</p> <p>This course is suitable for people looking to work within the gardening / ground maintenance industry.</p> <p>No chain saw licence. No tree surgery.</p>
Duration of course	<p>Subject to viable numbers:</p> <p>4 weeks to gain an award (Option to do an extra 4 weeks to gain a certificate)</p>
Days of course	Monday and Tuesday for 4 weeks
Times of course	9.00am – 4.30pm
Dates of course	w/c 22/01/18, w/c 26/02/18, w/c 23/04/18
Venue of course delivery	Blossomfield Campus
Telephone	0121 678 7000

IT DIGITAL SKILLS

LMS Opportunity number	
Qualification details	Working towards BCS Entry Level Award in computer and online basics (ITQ)Entry Level 3 (QCF)
Course details	<p>Clients could achieve an Entry Level 3 BCS Award or Certificate for IT users covering:-</p> <p>Searching for jobs online</p> <p>Sending email for Job Applications</p> <p>Use online Government services</p> <p>Creating electronic documents (CVs and Application letters)</p> <p>Use of social media for promoting job opportunities</p> <p>Applicants can progress up to Level 1 and Level 2 Awards</p> <p>The course is for anybody that has little or no experience with IT.</p>
Duration of course	3 weeks
Days of course	Monday & Friday (two days per week)
Times of course	9.30am – 4.30pm
Dates of course	w/c 27/11/17, w/c 08/01/18, w/c12/02/18, w/c 16/04/18, w/c 04/06/18
Venue of course delivery	Blossomfield Campus
Telephone	0121 678 7000

MOTOR VEHICLE

LMS Opportunity number	
Qualification details	College Certificate
Course details	<p>Introduction to the routine maintenance, servicing and repair of motor vehicles. This is a hands-on course giving students the opportunity to get experience in the servicing and repair of a wide range of vehicles.</p> <p>Students are required to wear steel toe cap boots and overalls during the course in order to comply with the Health and Safety requirements. Successful completion will enable students to progress on to the ABC Level1 Diploma in Motor Vehicle.</p>
Duration of course	4 weeks
Days of course	Monday - Wednesday
Times of course	9.00am – 4.00pm
Dates of course	05/03/18 – 26/03/18 16/07/18 – 06/08/18
Venue of course delivery	Woodlands Campus
Telephone	0121 678 7000

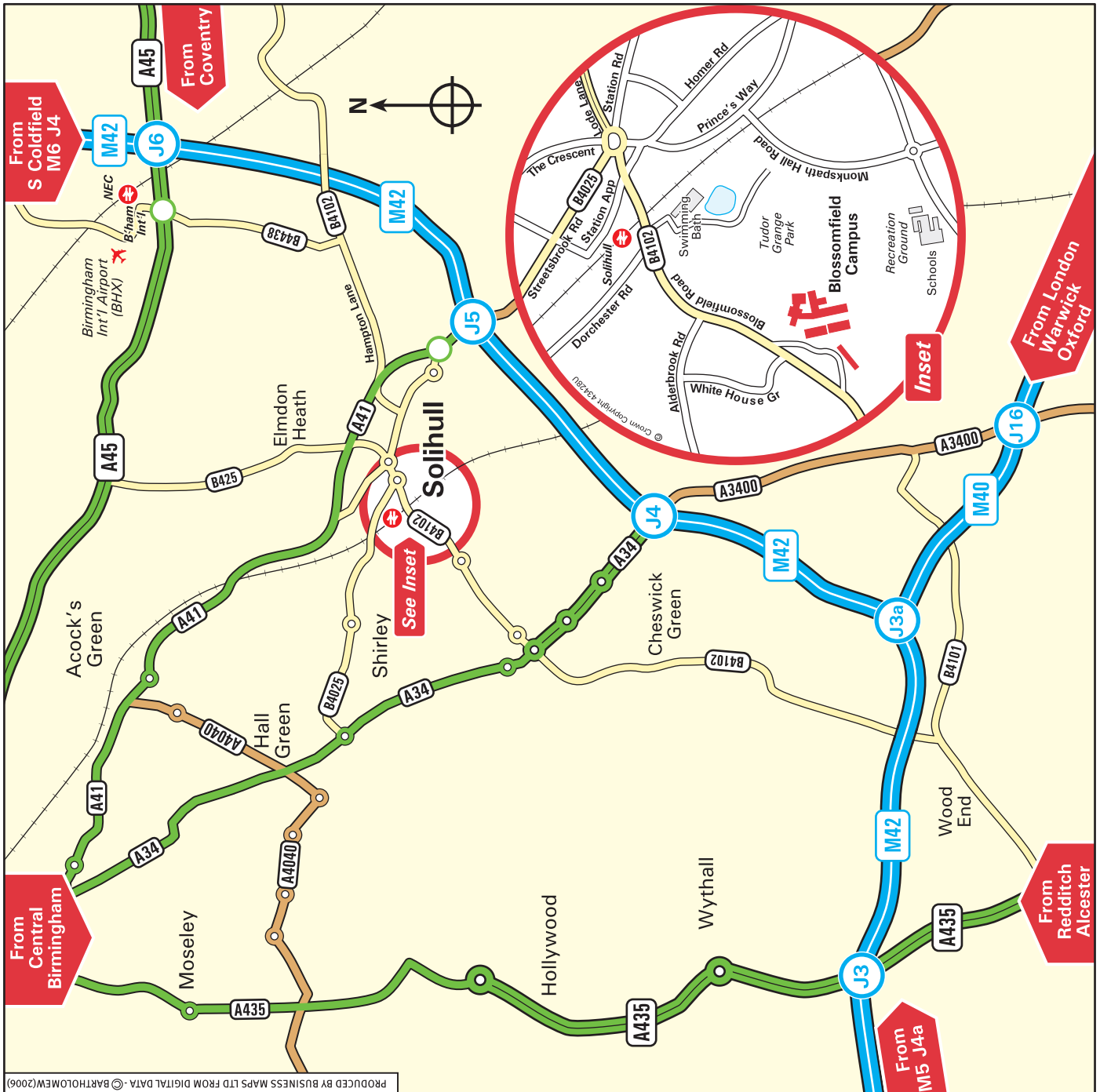
SECURITY SERVICES

Coming Soon...

LMS Opportunity number	ERG/34094 & Pro-016551
Qualification details	Level 2 Door Supervision Award (4 units)
Course details	The week will cover the SIA L2 Door Supervision Award and covers 4 units. Three of these are externally set multiple choice exams which you must pass so a good standard of English is required. The other unit is practical intervention unit which is also required to pass.
Duration of course	4 days
Days of course	Monday-Thursday
Times of course	Monday, 9am – 5pm Tuesday – Thursday, 9am – 4.30pm Approximately 30 hours
Dates of course	TBC
Venue of course delivery	Blossomfield Campus
Telephone	0121 678 7000

STARTING YOUR OWN BUSINESS

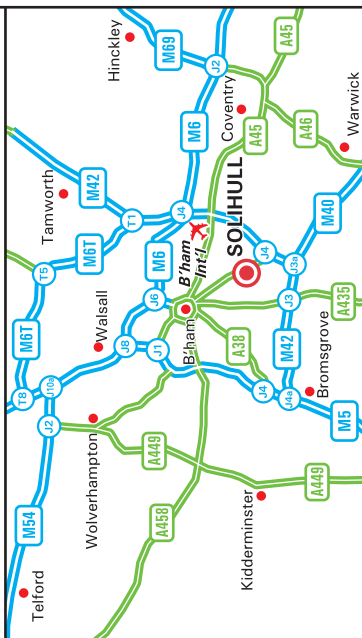
LMS Opportunity number	ERG/34095 & Pro-165029
Qualification details	College Certificate
Course details	<p>This short course gives learners an insight into how to consider their business idea within structured business parameters, such as the type of business, the attractiveness of the business idea, the target market and the need to balance personal and business needs.</p> <p>Learners will also consider their ability to run the business, including the skills they already have to support the business idea and what personal development they may have to undertake in order for the venture to be successful. Learners will develop their knowledge and understanding of the legal status and trading terms and conditions of their proposed business, legal aspects such as fire regulations, taxation, VAT and HM Revenue and Customs, and financial aspects such as start-up and operational costs, as well as personal needs.</p> <p>We take aspects from existing qualifications including BTEC and AAT and give you the skills and knowledge to get you on your way and help you to produce your very own business plan.</p>
Duration of course	2 weeks (3 days per week)
Days of course	Monday, Tuesday and Friday
Times of course	9.30am – 2.30pm
Dates of course	w/c 15/01/2018, w/c 26/02/18, w/c 16/04/18, w/c 14/05/18
Venue of course delivery	Blossomfield Campus
Telephone	0121 678 7000



Solihull College

The Students Services Centre
Solihull College
Blossomfield Campus
Blossomfield Road
Solihull B91 1SB

Tel: 0121 678 7000
Fax: 0121 678 7200
Minicom: 0121 678 7005
Email: enquiries@solihull.ac.uk
www.solihull.ac.uk



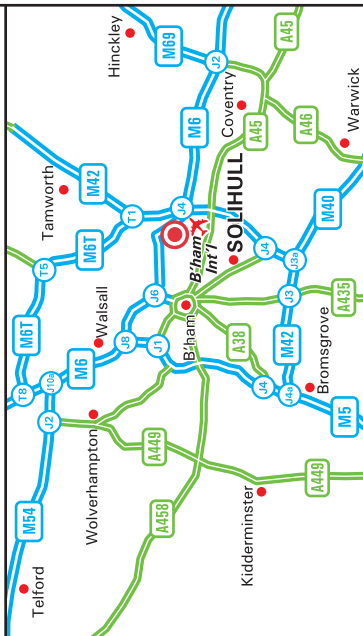
- From M42**
- If you are travelling on the M42 North or South, leave the motorway at junction 4 and join the A34 Stratford Road, towards Shirley.
 - Remain on the A34 over three roundabouts then at the next roundabout take the third exit onto the B4102 Marshall Lake Road towards Solihull.
 - Continue ahead over two roundabouts and through a set of traffic lights onto Blossomfield Road.
 - Continue ahead at the next roundabouts and proceed for a further 1/2 mile.
 - Solihull College is located on the right hand side, the main entrance is just beyond a pedestrian crossing.
- By Train**
- The nearest station is Solihull.
 - We are a short walk from the station.
 - For further information on train times and fares, please call the National Railway Enquiry Line 08457 484950.



Solihull College

Solihull College
Woodlands Campus
Auckland Drive
Smith's Wood B36 ONF

Tel: 0121 678 7000 - Fax: 0121 250 0135
Minicom: 0121 678 7005
Email: enquiries@solihull.ac.uk - www.solihull.ac.uk



From the M6 Northbound

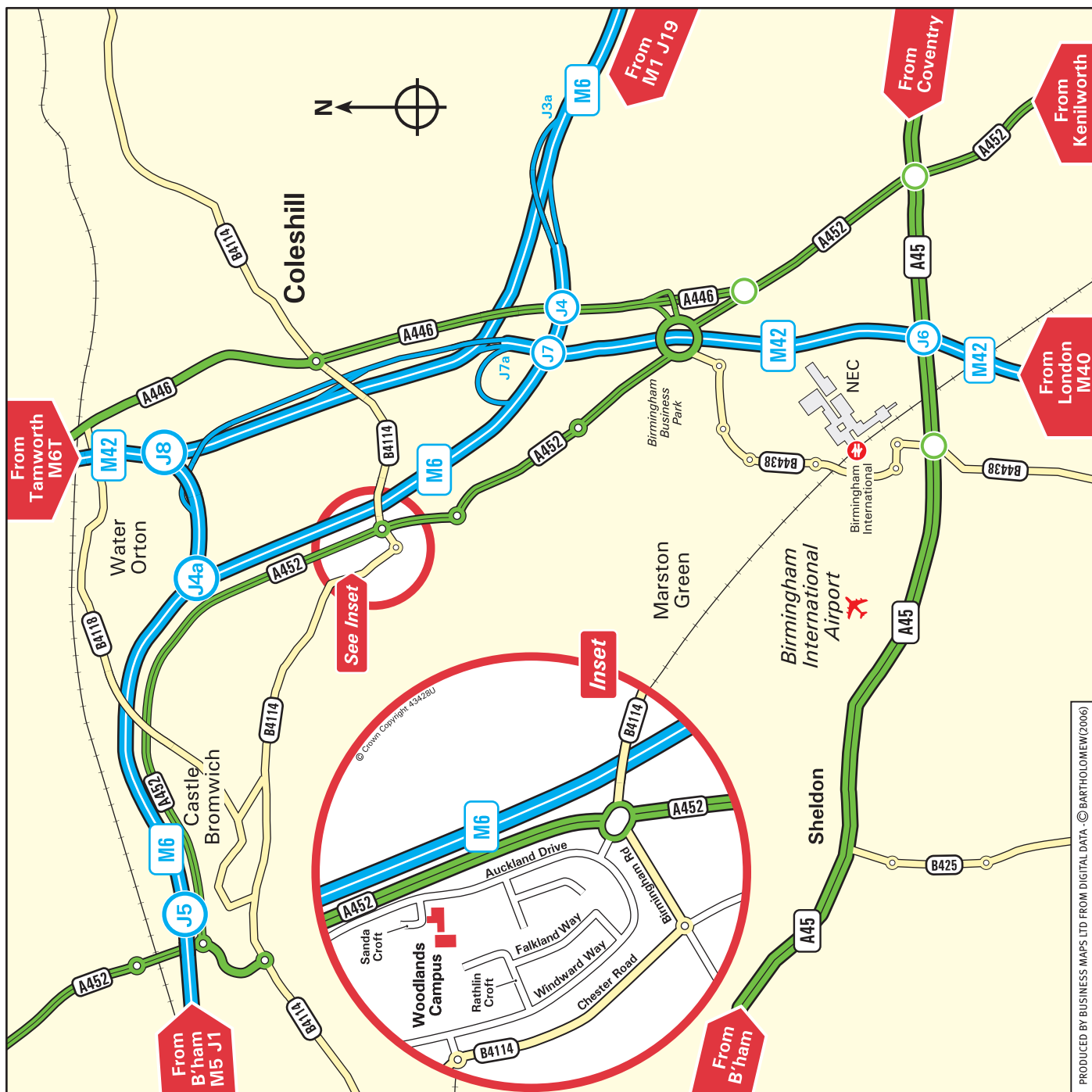
- Leave the M6 at junction 5 and at the roundabout take the first exit onto the A452 Collector Road.
- Continue for approx. 3 1/2 miles and at the roundabout take the fourth exit onto a slip road connecting to Auckland Drive.
- Turn right onto Auckland Drive and proceed for a further 1/2 mile.
- The Woodlands Campus is situated on the left hand side.

From the M6 Southbound

- Leave the M6 at junction 4a and join the M42 Southbound.
- Leave the M42 at junction 6 and join the A45 Coventry Road towards Birmingham.
- Take the next slip road exit and at the roundabout take the third exit onto the B4438 signposted to Elmdon Trading Estate.
- Continue over a series of roundabouts and at the main roundabout junction with the A452 take the second exit onto the A452 Chester Road.
- Continue on the A452 over two roundabouts then at the third roundabout take the second exit onto a slip road connecting to Auckland Drive.
- Turn right onto Auckland Drive and proceed for a further 1/2 mile.
- The Woodlands Campus is situated on the left hand side.

From M42

- Leave the M42 at junction 6 and join the A45 Coventry Road towards Birmingham.
- Take the next slip road exit and at the roundabout take the third exit onto the B4438 signposted to Elmdon Trading Estate.
- Continue over a series of roundabouts and at the main roundabout junction with the A452 take the second exit onto the A452 Chester Road.
- Continue on the A452 over two roundabouts then at the third roundabout take the second exit onto a slip road connecting to Auckland Drive.
- The Woodlands Campus is situated on the left hand side.





t: 0121 678 7000

e: enquiries@solihull.ac.uk

w: www.solihull.ac.uk



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& University Centre**