

## Employability and CPD Courses at Capital City College Training

February/ March 2018 v6

### Beginners IT

For customers with little or no computer experience who wish to build up skills to use computers and the internet to help with job search and on-line job applications. After developing basic skills in IT, participants will spend time identifying job options, developing their CV, applying for jobs. There will be revision and practice time on the last two days of the course. Content: IT Basics, Word Processing, Using email, Using the Internet, Job Search and Job Application Skills. Main Qualification: City and Guilds Entry Level 3 Award in Start IT. 10 days. Course start date: 1) 12 March 2018

### Personal Enterprise & Flexible or Home Working Employability Programme

A programme for anyone who needs to refresh their approach to job searching and their presentation skills and find out how they can use their skills and experience to generate income through independent or remote working. Participants will learn how to: \* promote themselves effectively, \* research the hidden job market, \* build up their networks. \* identify transferrable skills, \* create their own action plan, \* have a successful interview \* work in the fast growing 'gig' economy, (e.g. Task Rabbit; Etsy, Ebay), as a 'Remote Worker', using flexible/home working methods which can lead to self-employment or provide an alternative, independent income stream. 6 months mentoring to develop business ideas and social media presence will be provided. Qualifications: SFEDI Level 1 Certificate in Self Marketing and Personal Enterprise and SFEDI Level 1 Certificate in Gateway to Independent and Remote Working; 16 days. Course start date: 19 February to 14 March (two weeks Mon-Fri and two weeks Wednesday- Friday)

### Social Media for Professional and Business Employability Programme

This course includes effective use of Social Media, such as Linked-In and Twitter, to build professional networks and promote skills; searching the hidden job market and effective interview techniques. Qualification: SFEDI Level 1 Award in Social Media for Business Use, 5 days over one week. Course start date: 26 February

### Pre-Employment SIA Security courses:

We run SIA Security courses for a number of employers including Danhouse- Participants need to have a five year checkable work history and level 1 literacy skills. The course includes: Level 2 Award in Door Supervision and Level 1 Certificate in Employability, meetings with the employer and a guaranteed interview. The course days and hours are: Monday - Friday, 9.00 am and 5pm. Course 1 : 19 February for three weeks

**Sector Based Work Academy – Kitchen Porters and Cleaning Operatives for Kier** (location of roles: KPs in Victoria; COs in Islington, Camden and Victoria) Course starts on 26 February with a selection day on 21 February. The course includes training in facilities services, practical cleaning skills required for the role and Interview Skills. There is a work trial and a guaranteed interview. The course includes: Level 1 Introduction to Employment in Facilities Services, Interview Skills and Level 2 Award in Food Safety in Catering.

**Please call to book an Initial Assessment at the  
Regent's Park Centre, Longford Street, London, NW1 3HB:  
020 7025 1983; 020 7025 1933**

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**Traineeship in Construction for Islington Council** – for those aged 16-24. 12 weeks, Information day on 12 February. Course start date 5 March

**Continuous Professional Development qualifications:**

**Level 2 Certificate courses** available as distance learning so you can complete them in your own time at times convenient to you. These courses are open to those who are looking for work, those who are looking to progress in work as well as people who wish to update skills and knowledge while in work.

- Awareness of Mental Health Problems
- Understanding Behaviour that Challenges
- Infection Control in the health care setting
- Understanding Autism
- Common Health Conditions
- Dementia Care
- Dignity and Safeguarding
- Equality and Diversity
- Information, Advice and Guidance
- Team Leading
- Understanding Nutrition and Health
- Customer Service Principles
- Business Administration Knowledge
- Customer Service Principles
- Counselling Skills
- Understanding Specific Learning Difficulties (new)

**Eligibility:** To enrol participants will need to provide photo ID, ie their Passport/EU ID card, or birth certificate /Home Office documents and National Insurance number and need to have lived in UK/EU for last three years, be unemployed and in receipt of state benefits such as of JSA, ESA, Income Support, Universal Credit. NB: CPD qualifications can be completed by people who are not on state benefits and who are in employment.

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**JOB Club:** All participants will have the opportunity to give their CV to our Employer Engagement Coordinator and join the Job Club for future job roles. The EEC supports with job applications and interview skills practice and shares the current vacancies including those with KX Recruit and apprenticeships