

WORK-BASED TRAINING

RETRAIN, UPSKILL, ADAPT




southend adult
community college



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WELCOME

Welcome to our first brochure aimed specifically at you, an employer.

The College recognises that now more than ever there are many new demands on your time. The continuing impact of the Pandemic means many businesses need to find new ways of working, redeploy existing staff to new tasks and keep abreast with the continual updates in technology.

Southend Adult Community College can support you with staff development and retraining. We run a high quality apprenticeship programme that provides the apprentice with off the job training whilst they are working. We support with recruitment and training. If you pay in to the levy you can use this to train existing members of staff as an apprentice or recruit and train an apprentice to boost your workforce. If you do not pay in to the levy you can now access government funds to support an apprentice.

The Government are offering financial incentives for employers who recruit an apprentice until 31 January 2021.

If, sadly, you are looking to make staff redundant we can support them with careers advice and retraining to find alternative work.

Southend Adult Community College is a good provider as graded by Ofsted. Our teaching team are qualified to deliver high quality lessons and workshops and are occupationally competent in their field.

The courses and workshops in this brochure can be delivered at a time and place convenient for your organisation and employees. We are able to offer face-to-face sessions, blended learning (a mix of face-to-face and online learning) or sessions that are completely online. All online sessions are delivered in real time with a qualified tutor.

Please take a few minutes to look through the range of training and support we can offer. If you are interested and would like to know more, or can't see what you are looking for, please contact JuliaWalker@southend-adult.ac.uk

APPRENTICESHIPS



Access and maximise the use of your Apprenticeship Levy

Between 1st August 2020 and 31 January 2021 the Government is offering financial incentives to employers who recruit an apprentice.

Since April 2017 all employers in the UK, with an annual wage bill of £3 million or more, have been paying 0.5% of their payroll into the Apprenticeship levy. The government introduced the levy in order to fund Apprenticeship training. However, if employers do not utilise their "levy pot" by the 24 month deadline the government will claw back funds. This workshop is aimed at helping organisations to understand more about the Apprenticeship levy and how they can make the best use of their funding to train existing members of their workforce as well as recruiting new employees. It will also explain how employers can transfer some of their levy funds to businesses who do not pay the levy and who wish to train an Apprentice. The session also includes practical advice and guidance on how to use the Digital Apprenticeship Service (DAS), which may be particularly useful for employees who have not managed their organisation's DAS account before.

APPRENTICESHIPS



Understanding the changes to Apprenticeship funding for small to medium enterprises (SMEs)

In January 2020 the government provided greater control of Apprenticeship funding to all UK employers by giving them access to the Digital Apprenticeship Service (DAS). If you are an employer with an annual wage bill of less than £3million (i.e. you do not pay the Apprenticeship levy) you can now set up a DAS account which will enable you to access funding to use for Apprenticeship training, managing your vacancies and nominating your preferred training provider. This workshop will take you through the whole process, from initially setting up your account in order to access funds, through to what happens once your Apprentice is ready to start their training. The session is a must for all SMEs whether they are looking to take on an Apprentice or considering upskilling existing staff via the Apprenticeship pathway.

AAT ACCOUNTING



Level 2

This Foundation Certificate will teach you a range of basic accounting principles and techniques, from costing and double-entry bookkeeping to using accounting software.

This course will prepare you for junior and entry level accounting roles. It delivers a solid foundation in finance administration. It is the right course for you if you are new to accounting and finance, unemployed and looking to enhance your knowledge and skills, if you are currently working in accounts and want to update your skills or if you are looking for a career change.

AAT ACCOUNTING

Level 3 Advanced Diploma

This qualification covers a range of complex accounting tasks, including maintaining cost accounting records and the preparation of reports and returns.

The purpose of this qualification is to ensure that you are well prepared to progress into a career in business, finance or professional accountancy, or into further education. You will learn and master professional processes, including accounting principles and concepts, advanced bookkeeping and final accounts. You will also understand business issues regarding value added tax (VAT), issues in business, management accounting costing techniques and ethical practices for accountants. This qualification further delivers software skills through spreadsheet training for accountants.

Level 4 Professional Diploma

This qualification offers technical training in accounting and is ideal for anyone wishing to pursue or progress their career in accountancy and or finance.

The purpose of the AAT Professional Diploma in Accounting is to enhance the skills developed from the AAT Advanced Diploma in Accounting, enabling students to maximise opportunities in their current or new employment. By studying for this qualification, students will acquire professional accountancy and finance skills that will be useful throughout their careers.

ENGLISH FOR WORK



ESOL

If English is not your first language and you want to improve your English, we have classes available from complete beginners to advanced. Your course will include:

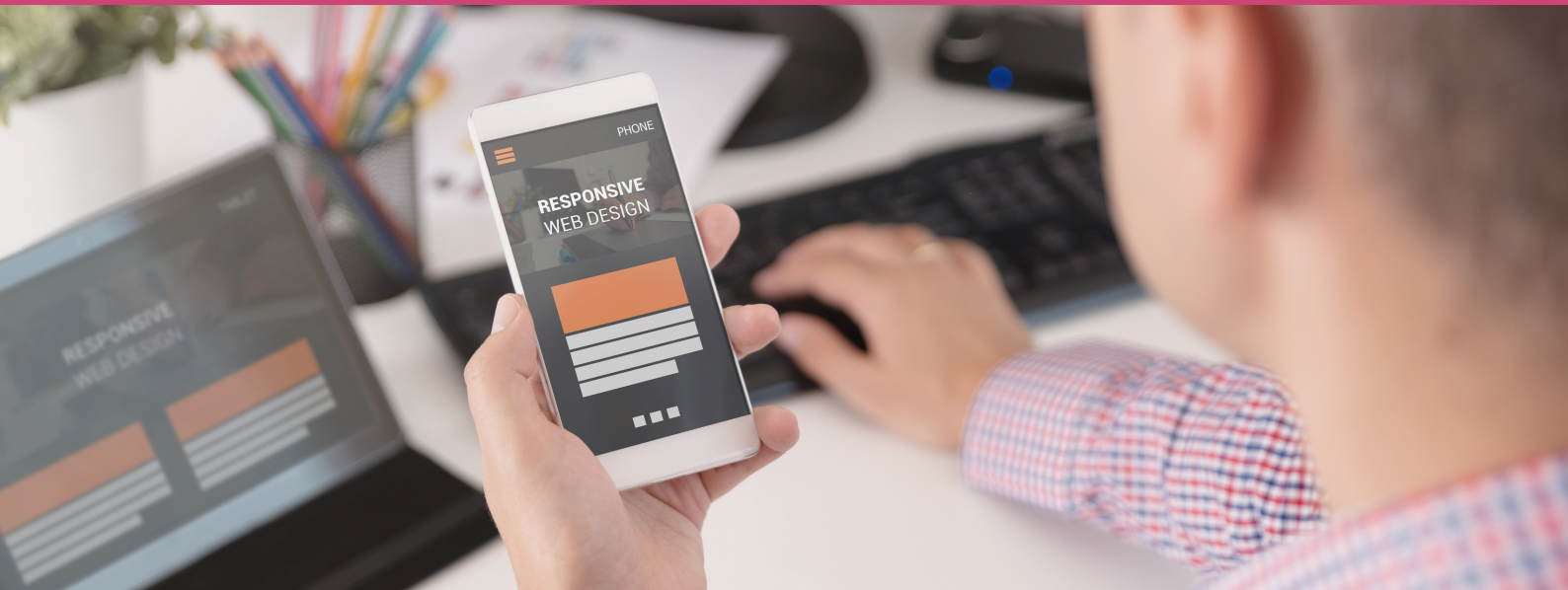
- Speaking, listening, vocabulary and pronunciation
- Punctuation and grammar
- Reading
- Writing
- Everyday life, customs and employability skills.

You will have the chance to work towards a nationally recognised qualification.

- **English for Work**
- **Maths for Work**
- **Communicating effectively with people who have English as a second language**

All sessions can be tailor-made to suit your needs.

DIGITAL SKILLS



Web Design

This course aims to teach candidates about the processes of web design and will help them become ready to begin a career as a Web Designer.

The course covers such topics as file transfer protocol, adding CSS, an introduction to HTML, text editors and adding files. Upon completion of this course, individuals will have developed the necessary skills to create well-functioning websites.

ICT - Sage, Excel, Word, Publisher, PowerPoint, Outlook & more

How to get the most out of Zoom, TEAMS and other online platforms. Sessions can be tailor made to suit your needs.



Level 3

This qualification is for employees who wish to gain the knowledge, skills and confidence to effectively coach or mentor people within an organisational context.

The course consists of monthly sessions of 3 hours, covering theory and assignment work - this will be either by remote learning or face-to-face.

Learners will receive 6 weekly review meetings with an assessor in the workplace lasting between 30-60 minutes as well as 1-2 workplace observations. Learners will have access to a fully qualified tutor and assessor throughout the duration of the qualification to provide advice and guidance. We use an online learning platform called OneFile, that enables you to track your progress and upload coursework.



Level 5

The ILM Level 5 NVQ Diploma in Management and Leadership is designed for project managers, department heads and other practising middle managers.

Develop your skills and experience, improve your performance and prepare for senior management responsibilities. It develops skills in strategic planning, change management and business process design, alongside core leadership and management abilities such as inspiring colleagues and delivering results.

The course start times are flexible and can be made around you and your employers needs, which means that you can start the course at anytime during the year. Course duration is between 12 - 18 months.

EDUCATION & TRAINING



Level 3

This award provides an introduction to teaching and training in the further education and skills sector.

Whether you are new to teaching and training or are interested in changing career, this is the perfect starting point. This is an introductory course that will provide you with the basic knowledge and understanding to develop your skills further, you do not need to be in a teaching role.

The course covers the following topics:

Understanding roles and responsibilities, using inclusive teaching, learning and assessment approaches, creating effective schemes of work, session plans and assessment methods. You will be expected to complete assignments and present a micro teach (approximately 15 minutes) to gain the qualification.

ASSESSOR & INTERNAL QUALITY ASSURANCE TRAINING

Level 3

This course is ideal if you want to learn about assessment and become a qualified assessor.

You will select the units that meet your requirements from the following:

- Principles of practices of assessment
- Assess occupational competence in the work environment
- Assess vocational skills, knowledge and understanding.

You will be required to attend two workshops to learn about assessing and carry out an individual assessment.

Course times are flexible and will take between 3-9 months dependent on own independent study. You will be assigned an assessor who will make regular visits to the workplace at suitable times. The qualification will be gained through observation by your assessor, assignments and work based products. You will need to be able to assess two candidates in your place of work.

IQA Level 4

This course is ideal if you want to learn about the quality assurance of assessment processes and practices and gain a formal qualification in Internal Quality Assurance.

You will cover topics including:

- The principles of internally assuring the quality of assessment
- The practice of internally assuring the quality of assessment

You will be assigned an assessor who will visit you in your place of work and meet you at the college. You will be assessed through observation, written assignments and work based evidence of your own quality assurance practice of at least two assessors. Course times are flexible and will take between 3-9 months dependent on own independent study.

HEALTH & SAFETY AT WORK



Level 2

This qualification will enable you to work safely and to recognise and deal with hazards in the workplace.

You will learn about the basic health and safety practices essential in the workplace. This includes the hazards and risks along with the relevant legislation, and ensures awareness of cost-effective, practical control methods.

Persons gaining this qualification will know that health and safety is the responsibility of everyone within a business, its contractors, visitors and suppliers. The subject areas covered within this qualification are regarded by the Health and Safety Executive (HSE) as being important to maintaining safe working procedures in the workplace.

Our experienced and friendly trainers will ensure you complete the course feeling confident and well prepared. This is a nationally recognised qualification and it has a minimum contact time of 6 hours, which is typically delivered as a 1 day course.

EMERGENCY FIRST AID



This qualification is ideal for employees who want to know the basics of administering First Aid.

Our experienced and friendly trainers will ensure you complete the course feeling confident and well prepared. The topics within this qualification are regarded by the Health & Safety Executive (HSE) as being important in maintaining good practice in the safe, prompt and effective treatment of injuries and ill health in the workplace. This is a nationally recognised qualification and it has a minimum contact time of 6 hours, which is typically delivered as a 1 day course. To achieve the full qualification you will be assessed throughout the training for your practical skills and complete a workbook to show your understanding. In line with guidance provided by the HSE, the qualification supports/approves work place emergency first aiders for a period of 3 years, after which point you will need to retake the course. In addition to this it is also recommended that you refresh your knowledge annually.

PAEDIATRIC FIRST AID



This qualification is for you if you wish to become a paediatric first aider in the workplace with a responsibility for the welfare of infants and children.

Our experienced and friendly trainers will ensure you complete the course feeling confident and well prepared. This qualification fully meets the requirements for Paediatric First Aid, outlined in the EYFS and Ofsted, by maintaining safe and effective practice when providing treatment of injuries and ill health of infants and children who are under the care of trained personnel. This is a nationally recognised qualification and it has a minimum contact time of 12 hours, which is typically delivered via a 2 day course. To achieve the full qualification you will be assessed throughout the training for your practical skills and complete a workbook to show your understanding. This qualification lasts for a period of 3 years, after which point you will need to retake the course.

FOOD HYGIENE



This qualification is ideal for anyone involved in the handling and preparing of food, working in the catering and hospitality industry (or those about to start work in the industry).

The topics you will cover include hazards and controls, food safety management and temperature controls, food poisoning control, personal hygiene, cleaning and disinfection, food pests and the role of the food handler in keeping food safe.

The HABC Level 2 Award in Food Safety in Catering (QCF) is accredited and recognised internationally and has been developed to protect customers, brand reputation and profits. Our experienced and friendly trainers will ensure you complete the course feeling confident and well prepared. This is a nationally recognised qualification and it has a minimum contact time of 6 hours, which is typically delivered as a 1 day course. To achieve the full qualification you will be assessed by a multiple-choice examination, where you must answer at least 20 out of 30 questions correctly.

MARKETING & BUSINESS



Marketing

This course is designed to help candidates to understand essential principles, reference critical models and confidently create marketing plans that deliver value to their business. Upon completion of the course individuals will have gained the skills and knowledge to enable them to make the most relevant and appropriate marketing decisions for their organisation.

Customer Service Level 2

This qualification aims to develop your knowledge and understanding of effective customer service. It is suitable for anyone dealing with the public and would provide an excellent qualification for those wanting to work on reception, in retail, call centres or any other customer service role.

MARKETING & BUSINESS

Managing a Budget

Prioritising bills and payments, how to use technology to manage a budget, using Microsoft Excel and free apps. This course can be adapted to meet a specific need and can either be a short 5 week course of 2 hours per week or one 2 hour session.

Time Management

This course is designed to help you to successfully manage your time so that you are able to work in a more efficient, productive, and valuable way. This time management course helps you to develop all the skills you need so that you can organise your time effectively. During the course you will learn how to manage your time and use your initiative to benefit both your work life and personal life.

Writing a Business Plan

This course consists of all aspects of writing a business plan. The training is designed to help candidates to create an effective business plan in an attempt to attract investment. The course includes key steps such as drafting the original document, recognising the audience, collecting information, researching and describing product plans. This training course will provide candidates with a structure so that they are able to analyse the external environment and how this impacts on their business. The skills developed during the training will aid individuals to write a strong business plan and explore ways on how it can be further improved.

AWARENESS TRAINING

Mental Health Awareness

This course aims to raise awareness of mental health and a range of mental health challenges. There are no specific prior qualifications needed to access this qualification, although employees may find it useful to have previously achieved a Level 1 qualification in a health, social care or mental health - related area.

Autism Awareness

Would you like to learn more about autism? This course will help you adapt the way you interact with people with autism and suggests strategies to help you support both children and adults at home, at school and in the workplace.

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Dementia Awareness

For individuals who would like to improve their knowledge and understanding of dementia. You will learn: The signs and symptoms of dementia. How dementia affects behaviour, the senses and communication.



AWARENESS TRAINING

Disability Awareness

Disability Awareness in the Workplace Training (DAWT) provides employers and their staff with practical advice on how to be confident, encouraging and supportive of employees with disabilities and so enable them to be successful and valued members of the workforce. It also includes advice on how you can support customers and visitors, with disabilities, within your workplace.

Dyslexia Awareness

What is Dyslexia?

How does it affect those who are Dyslexic?

How can you support employees and colleagues who are Dyslexic?



AWARENESS TRAINING

Safeguarding

This introductory course for safeguarding children, young people and vulnerable adults is designed for individuals who may only come into contact with children, young people or vulnerable adults for short but regular periods as part of their work, or for volunteers who need to understand how they can safeguard those under their care to the best of their ability. Upon completion of this course, candidates who are new to working with children, young people or vulnerable adults will be able to recognise when an individual is in danger, and what their responsibility is when it comes to reporting abuse and/or neglect.

Bullying in the workplace

This training course is for suitable for all employees. It provides practical steps and guidance to support individuals and help them to prevent, identify and confidently confront bullying and harassment at work. The course also provides a good introduction to current and relevant legislation.



Promoting Equality and Celebrating Diversity

Strategies to ensure your Equality & Diversity policy is robust and current, ensure the objectives align to the changing landscape, create an action plan to ensure the objectives are met and tips on celebrating diversity within the workplace.

PERSONAL DEVELOPMENT

Assertiveness

A short workshop exploring skills needed to build your confidence and self esteem. We will be discussing, among other things, positive thought and learning to accept compliments. We will also briefly discuss how to be assertive in order for you to be able to stand up for yourself without being aggressive.

Confidence Building

Confidence is key for success, and everything, from meeting new people to securing the perfect career, takes a certain amount of confidence. This course is ideal whether you are looking to build confidence in yourself, or you want to help others to become more self-assured. This confidence building course is suitable for anyone who wants to learn how to be more confident. It is also useful for individuals who wish to discover how to help other people develop self-confidence.



Presentation Skills

This workshop will help you to identify strategies to improve your presentation skills; this will include strategies for dealing with nerves, increasing your confidence in public speaking, job interviews and sales presentations.

Interview Skills

Tips and strategies for conducting effective interviews and taking part in successful interviews.

Communication Skills

This course is aimed at assisting individuals to develop their communication skills across a variety of situations. It is suitable for those wishing to improve ways on how to express themselves, convey their ideas and develop confidence socially and in the workplace.

PERSONAL DEVELOPMENT



Mediation

This course aims to provide individuals with the mediation skills and strategies they need to successfully mediate in their own place of work. Upon completion of the course candidates will have the skills, behaviours and knowledge they need to be an effective workplace mediator and manage the mediation process.

Preparing for Retirement

This workshop will provide practical advice, information and support for all those who are planning to retire and start the next chapter in their lives. It will cover some practical aspects such as finances and budgeting as well as ideas on how you can use your leisure time. Taking retirement can bring with it a mixture of emotions, however, this session aims to show that with careful planning and preparation taking retirement can be an smooth transition into the next exciting phase of life.