



**Life Skills**

**Employability Skills**

**Aspire**

**Progress**

**Qualification:** Preparing to Work

**Enrolment:** September 2019 -June 2020

**Study Days:** Monday – Friday

(Thursday is Functional Skills day)

**Course Content:**

Each student will have a personalised learning and career plan and will be supported to access work experience opportunities.

**The aim of the course** is for all students to achieve an accredited programme of study and have a progression plan linking towards:

- Higher/Further Education
- Apprenticeship
- Paid Working
- Volunteering
- Work Experience

**Accredited content**

- Skills and qualities for Employability
- Conduct at Work
- Investigating Rights and Responsibilities at Work
- Literacy for the Workplace



- Numeracy for the Workplace
- Produce a CV
- Manual Handling certificate
- Basic First Aid certificate

### **Non-Accredited content and support**

- Managing your own money
- Intro. To Health & Safety at Work
- Working in a Team
- Developing Personal Presentation skills for the Workplace
- Preparing for work placement
- Applying for jobs
- Volunteering
- Work experience
- Career planning
- One to one support
- Job coaching/mentoring
- Additional Learning Support

**Times:** 9:45 – 3:15

**Venue:** Dynamo Healthcare Training Academy, Unit 7c Duchy Business Centre, Wilson Way, Pool, Cornwall, TR15 3RT

### **Contact details:**

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