

## Skills4Careers™ Training Programme

# Welcome



**Learner Support Team Phone Number is 0800 888 6064**



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## Is this course right for you?















There are two main parts to consider whether the course is right for you...

### ELIGIBILITY

**To be Eligible for this course you MUST be ALL OF THESE:**






-  Be claiming **at least one** eligible benefit OR Earn **less than £8.21** per hour
  -  Jobseekers Allowance
  -  Universal Credit
  -  Employment Support Allowance
  -  Tax Credits
  -  Housing Benefit
  -  Income Support
-  Be born before 31<sup>st</sup> August 2000
-  Hold a National Insurance Number
-  Be a UK/EU Resident OR hold an acceptable visa

**You MUST prove the above by sending us a picture of ONE OF EACH OF THESE**





-  **Identification**
  -  Passport
  -  Birth Certificate
  -  Full Driving Licence
  -  EU ID Card
  -  National Insurance Card
  -  Visa (if applicable)
-  **Benefits Evidence**
  -  Screenshot of UC Login in + proof of last payment amount
  -  Letter confirming benefits, including payment amounts
  -  Bank Statement showing benefit payments into account
-  **Employment Evidence**
  -  Payslip, including salary / hourly rate
  -  Contract of Employment, including salary / hourly rate

### COURSE GOALS




**This course is designed and proven to:**

-  Give your CV a boost
-  Make your Web CV easy to find
-  Improve job applications
-  Win more interviews
-  Get more job offers

**It will also:**

-  Boost your confidence
-  Give you new knowledge
-  Give you new skills
-  Get you new qualifications

**You will:**

-  Spend time at home studying
-  Supported by a professional tutor
-  Attend ONE DAY in the classroom to sit on-line multiple-choice exams

After the course we will provide you with an on-line course of your choice, for free (£75 max budget).

**You will not study the on-line course during this programme**

**Action!!**

**If you cannot, or do not, comply with any of the above. Or do not want to proceed - please speak to the course leader NOW**

## How is the course structured?

We need to follow several important steps for you to be funded for this course and for us to provide you with the qualifications that we recommend to boost your CV and job applications.

1. Tell us you want to do the home based course
2. Complete the enrolment link we send you
3. Send us photo's of your ID and Benefits / Employment Evidence
  - a. [these are destroyed within 24 hours]
4. Complete the on-line assessments we send you

That's it. Once we have completed the above you will be given access to the learning resources and sent your personalised study plan.

## Course Programme

Recommended Qualifications		
Qualification / Topic	Level	Guide for hours
Award in Environmental Sustainability	Level TWO	5 - 10 hours
Award in Healthy Living	Level ONE	5 - 10 hours
Award in Internet Safety for IT Users	Level ONE	15 - 30 hours
Award in Managing Personal Finance	Level ONE	15 - 30 hours
Award in Citizenship	Level ONE	10 - 20 hours
Award in Equality and Diversity	Level ONE	10 - 20 hours
Award in Introduction to British Values	Entry THREE	10 - 20 hours
Award in Understanding Employment, Business and Enterprise	Level ONE	10 - 20 hours

Optional Qualifications		
Qualification / Topic	Level	Duration of study
Award in Food Safety in Catering	Level TWO	5 - 10 hours
Award in Awareness of Social Media and Online Safety	Level ONE	5 - 10 hours
Award in Health and Safety	Level ONE	5 - 10 hours
Award in Mental Health & Well-Being	Level ONE	5 - 10 hours
Award in Preventing Plastic Pollution	Level ONE	10 - 20 hours
Award in Personal Health and Well-Being	Level ONE	15 - 30 hours

## Frequently Asked Questions

### Why is the course free?

We are fully funded by the Education & Skills Funding Agency, part of the Department of Education part of the government initiative to up-skill people and get them into work to help the economy.



We are working in Partnership with **Ealing, Hammersmith & West London College**.  
**This course is funded by Ealing, Hammersmith & West London College.**

### What about the work-related course?

Once you have completed this programme you will select a course of your choice from the Reed Training Website. Feel free to start looking before or during the course. **You have a maximum budget of £75.**  
Beware, some courses are cheap to buy but have additional costs at the end, which we do not cover.

Once you let us know which course you want to do we will purchase this for you. Completely free. This is usually done the same day, but we ask for 72 hours in case we are very busy or have people on leave.

You complete the course work-related course at your own pace.

### Are the short qualifications certified?

Yes, we work with an award-winning training body called Ascentis who also ensure a rapid turnaround of qualification certificates.

### What if I don't have any ID?

No worries, if you are a UK citizen, we will be able to order you a new birth certificate. This will probably delay your start due to our having to wait for the birth certificate – so it is better to get some ID now if possible

### When will I get my results?

During the course you will complete online multiple-choice tests and get the results immediately. You will receive your certificates in the post within two to three weeks of the end of the course.

You will receive your e-certificates within a few days.

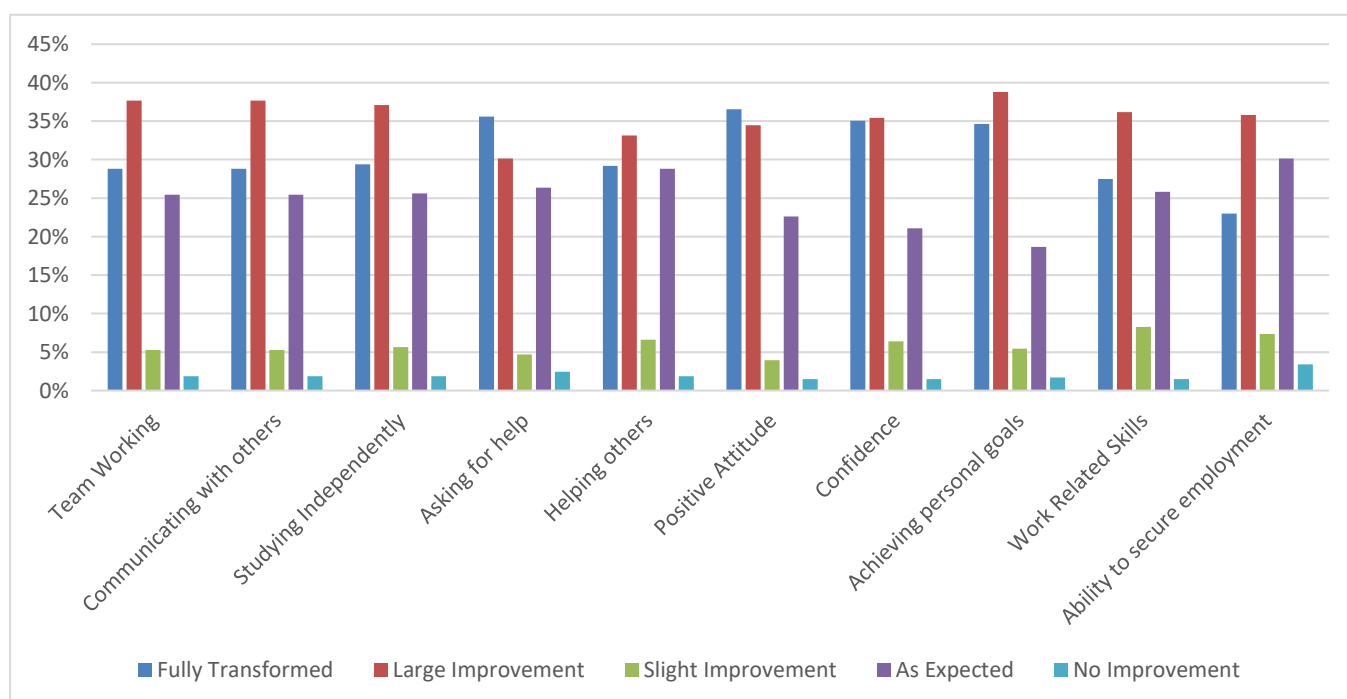
## What did other people say about the course?

They said	Strongly Agree	Agree
That their progress was regularly discussed with the Tutor	66%	31%
That the atmosphere during training felt safe and welcoming	76%	24%
That they know where who to go to with any concerns	73%	26%
That the classroom activities were varied and interesting	62%	34%
That the work was useful in developing the knowledge and skills needed	63%	32%
That clear targets were set to help improvement and timely achievement	69%	28%
That clear feedback was provided	74%	24%

## Confidence – we asked...

*"how would you grade your confidence levels, in the following areas, at the end of the course compared to the start"*

### They said



**Thank You & Good luck!**