R.C.S. Ltd

Personal Development Offer for Adults (Over 19 years)



THE COMMUNITY OFFICE

ROMSEY COMMUNITY SCHOOL

GREATBRIDGE, ROMSEY, SO51 8ZB

TELEPHONE: 01794 522106 FAX: 01794 511497

English/Maths and Community Language

|  |  |
| --- | --- |
| Course | Description |
| Community Language | A course that supports adults whose first language isn’t English, to improve on their basic language skills so that they are more able to integrate with their local community |
| English for The Workplace | This course is specifically for people who want to improve their English skills as a way of securing employment.  |
| Numeracy for The Workplace | This course is specifically for people who want to improve their Numeracy skills as a way of securing employment.  |

Confidence Building

|  |  |
| --- | --- |
| Be Confident In You | A personal development course that supports individuals to understand how they can become more confident and how they can motivate themselves to try new things, communicate with others and set goals for themselves |
| Create Your Own Confidence | A course that focusses on using personal creativity to explore your own confidence and aspirations for the future. This course is not a craft course, although items will be created by each participant to remind them of their learning and promises to themselves. |
| Be Confident for Work | This course is a great follow on From Be Confident in You, but can be done as stand-alone. The course looks at basic confident skills but then how this is transferred into the workplace. The course includes communicating with people in the workplace and the relationships that may occur. |

Employability Skills

|  |  |
| --- | --- |
| Basic IT | This course is specifically for people who want to improve their computer skills as a way of being able to apply for jobs and also to improve their job prospects. This course can include extra units such as using the internet, MS Word and Excel. |
| Preparing to Get That Job | A course that helps people to understand ‘How to Go to Work’. The course is very detailed and looks at what is involved with going to work for the first time, or after a long career break. This helps people to prepare and deal with the change from unemployment to employment. |
| Get That Job | This pure employability course looks at transferable skills, CV writing, Job Searching and Interview Skills. |
| Food Safety | A basic course that provides a Food Safety Certificate. Suitable for anybody who is starting to work in the catering industry. |
| Health & Safety | Basic Health and Safety around the home and workplace enabling participants to be more aware of potential hazards in these areas. |
| Parents into Employment | This course is similar to Be Confident For the Workplace but is tailored to parents who are faced with the prospect of going back to work after having a child. |
| First Aid | We have a variety of First Aid Courses available including Paediatric first aid and First Aid in the Workplace |
| Introduction to Childcare | This course is ideal for anybody considering going into Childcare as a career option. This course is suitable for people who want to progress to a more detailed qualification or want to work in a crèche as a childcare assistant. |
| Introduction to Social Care | This course is ideal for anybody considering going into Health and Social Care as a career option. This course is suitable for people who want to progress to a more detailed qualification or want to work as a Support Worker in the Care Sector. |
| A Taste for Work | This course combines work experience with confidence building and preparing for the workplace. The participants will gain skills required for the workplace and be more prepared to apply for jobs. |
| Prepare for Work | This course is very detailed and looks at what is involved with going to work for the first time, or after a long career break. It helps people to prepare and cope with the change from unemployment to employment. It also focuses on what additional skills are needed to help them back into the workplace whilst reflecting on their current job seeking skills |
| Skills for work | This employability course looks at the skills required for workplace settings and what transferable skills may be able to be used in different settings. Those attending will take away with them the knowledge that particular skills are needed in different workplace settings and also that they possess transferable skills that can be used in the workplace. |
| Intensive support for work | This course looks at the skills required for individuals to gain employment in specific areas and the steps required to be able to do this. Areas covered include behaviour management, assertiveness skills, dealing with aggression, communication skills, interview techniques, appropriate dress for an interview and how to present at an interview. |
| Next steps | This course is for people who want to look at the skills needed to take the next step in their life. Whether it is for learners wanting to gain the skills needed to be able to secure employment or to give them the confidence to apply for jobs, to progress to college or to gain suitable qualifications to enhance their job prospects this course focuses on the learners future aspirations and helps them to overcome barriers, set goals and plan for the future. This course also explores how to be an active and effective team member and the benefits to volunteering our time in the planning, preparation and participation of a group project |
| Computing in the Workplace | This course is specifically for people who want to improve their computer skills as a way of securing employment. This course can include extra units such as using the internet, MS Word and Excel. |

Self-Employment

|  |  |
| --- | --- |
| Exploring Self-Employment | This course is suitable for anybody who is considering Self Employment as an option. The course looks at the practicalities of being self-employed and supports participants to explore some business ideas. |
| Start your own Business | This course is for anybody who is considering starting their own business. It looks at the practicalities of starting your own business and supports participants to explore a variety of business ideas. Learners will go away with more knowledge of the skills required to start their own business as well as the pitfalls they may face. |

Volunteering

|  |  |
| --- | --- |
| Introduction to Volunteering | This course is a great first step for somebody who is considering a volunteer opportunity. The course looks at what would be involved in this role and the commitment required to be an effective volunteer. They will also learn about how to find a suitable volunteer placement. Those attending will go away with the skills needed to be able to secure a volunteering role in the community. |
| Skills for Volunteering in the Community | This course follows on from the Introduction to volunteering, although it can be a stand-alone unit , and looks at the skills required to volunteer. Covering behaviours, communication, team work and confidence, this course will assist anyone wanting to volunteer. |
| Effective Volunteering | This course is aimed at the proactive volunteer in order to improve and develop their ability to volunteer. |

Behaviour and Communication

|  |  |
| --- | --- |
| Communicating with Others | A course that looks at behaviour and social styles in order to improve communication skills with other people. The course encourages people to look at their own communication style which assists in understanding how to work with other people. |
| New Challenges | This course is for anyone facing a new challenge whether in their personal lives or in moving towards employment focusing on positive attitude, emotions, behaviours, setting goals and targets and how to approach change positively |
| Working Together | This course promotes working together as a team to achieve. This could be a specific project or initiative, a community event or engagement in a role within the community .The course focuses on skills such as communication, planning, negotiation, setting goals and targets and team work, comparing the skills used within their roles and how these can be transferable to other areas of their lives. |
| Make a Change | A course for anyone who wants to make a positive change in their lives. This course covers emotional responses to change, planning and evaluating how the change will affect the learner (and their Family), setting goals and planning ahead. The learner will take a way a clear vision of how to manage change and set realistic goals for the future. |
| Transitions | This course is suitable for anybody that is facing a transition in their life. For instance somebody moving from benefits into employment; somebody faces being discharged from a support service such as a Wellbeing Service, or Drug and Alcohol support. The course includes discussion resilience and encourages excitement and positivity of the prospect of progression to a new stage in life. The course can include the discussion about preparing for Benefit Cap and Universal Credit. |

Family Wellbeing

|  |  |
| --- | --- |
| Safe & Healthy Family | A course for new parents or for those who want to make a positive change for their family. This may include learning about healthy eating, hazards around the home, first aid, exercise, healthy lifestyles and keeping your family resilient. |
| Positive Parenting | A course to support parents to understand their child's attitudes and behaviours and positively manage them. This course covers parenting strategies and positive role modelling, the need to build a positive relationship with your child whilst they are young so that children can feel happy and confident to confide and trust their parents as they grow and develop enabling better communication in later life. |
| Understand your child | A course to support parents to understand their child's behaviour and development, to understand triggers and put into place strategies for managing difficult behaviour. The course also covers how to be a positive role model and how to promote confidence and resilience in order to support the health and wellbeing of the child. |

Functional Skills

Functional Skills qualifications support the development of practical skills in English, Maths and ICT, and are designed to help learners gain the most out of work, education and everyday life. There's a strong focus on explanation and problem-solving; they require the learner to apply their knowledge and understanding in a range of familiar and unfamiliar situations. Level 1 Functional Skills are equivalent to a GCSE Grade E-D, and Level 2 Functional Skills are equivalent to GCSE Grade C-A\*.

|  |  |
| --- | --- |
| Maths | A course to support learners to achieve a qualification in Maths at Entry Level s 1,2,3 or Levels 1 and 2 |
| English | A course to support learners to achieve a qualification in Maths at Entry Level s 1,2,3 or Levels 1 and 2 |
| ICT | A course to support learners to achieve a qualification in Maths at Entry Levels 1,2,3 or Levels 1 and 2 |

Please contact Jo Brooke (01794 522106) or Kath Calcraft (01264 359223) for more information