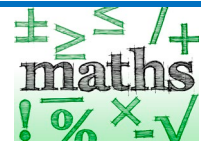
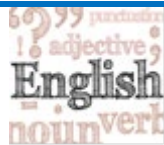




# Bolton College Pre-Employment Training

## TERM 2: January to April 2021

**Updated 01/02/2021 MS**



### Adult and Community Learning

IT, English and maths assessments, barrier busting, skills for employment information, advice and guidance with direct enrolment on to skills conditionality courses and other training.

**JCP Advisors need to book clients in for a phone consultation with the college's Job Coach in order to get detailed guidance about the course offer during COVID 19. Please use the JCP booking form to do this. Phone consultations will take place every Thursday between the following times: 12.30-1.30; 1.30-2.30; 2.30-3.30.**

Most courses will accept a late start date subject to guided learning hours

1. Course listings skills conditionality pre-employment training courses with qualifications
2. Course listings skills conditionality English, maths & IT computing skills
3. Course listings pre-employability job seeking skills tasters
4. Course listings other training and qualifications
5. Course listings health and wellbeing (suitable for Working Well & Health)
6. Course overviews



## 1. Skills Conditionality Pre-Employment Training Courses with Qualifications

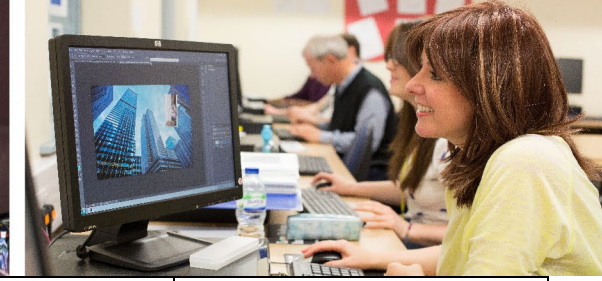
No.	Course	Start Date, Time, Duration & Venue	Contact	Additional Information
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## 2. Skills Conditionality English, Maths & Computing Skills

	Introduction to Blogging	Monday 22 <sup>nd</sup> February 2021 to 22 <sup>nd</sup> March 2021 13.00-16.00 5 weeks Online CR430-CLDL	01204 482920	
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## 3. Other Training - Training Courses and Qualifications

	EL3 Award in Developing Enterprise Skills	Wednesday 10 <sup>th</sup> March 2021 to 23 <sup>rd</sup> June 2021 12.30-16.00 13 weeks Online CR837-CLFS	01204 482920	
	Level 1 Award in Alcohol Awareness	Wednesday 8 <sup>th</sup> Feb 2021 to 12 <sup>th</sup> April 2021 9.30-12:30 +3hrs Independent Learning per week 7 weeks Online CR839-CLFS	01204 482920	
	Level 1 Award in Stress Awareness	Friday 26 <sup>th</sup> February 2021 to 28 <sup>th</sup> May 2021 09.30-11.30 12 weeks Online CR840-CLFS	01204 482920	
	Level 1 Award in Substance Misuse	Wednesday 24 <sup>th</sup> February 2021 to 14 <sup>th</sup> April 2021 13.00-16.00 6 weeks Online CR841-CLFS	01204 482920	



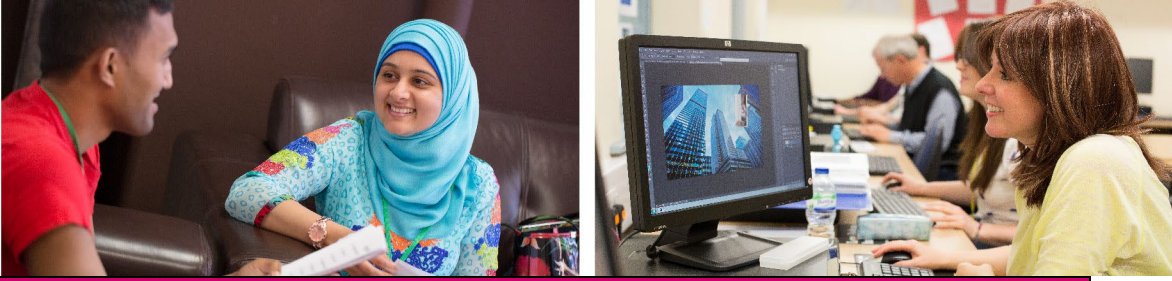
	Level 2 Award in Equality and Diversity	Friday 26 <sup>th</sup> February 2021 to 25 <sup>th</sup> June 2021 09.15-13.15 15 weeks Online CR843-CLFS	01204 482920	
	Volunteering Skills , Work & Community - Open Award Level 2	Friday 8 <sup>th</sup> January 2021 to 28 <sup>th</sup> May 2021 09.15-12.15 18 weeks Online CR857-CLFS	01204 482920	
	Level 2 Certificate Preparing for the Community Interpreting Role	Wednesday 10 <sup>th</sup> February 2021 to 1 <sup>st</sup> July 2021 Wed 9.30-12 and Thurs 9.15-14.45 17 weeks Online CR866-CLFS	01204 482920	

### 5.Health and Wellbeing – Suitable for Working Well, Work & Health Programmes

	Beating Anxiety in Lockdown for a Healthier Life	Wednesday 27 <sup>th</sup> January 2021 to 3 <sup>rd</sup> March 2021 13.00-16.00 5 weeks Online CR117-CLPS	01204 482920	
	The Power of Positivity – Helping you through difficult times	Thursday 25 <sup>th</sup> February 2021 to 25 <sup>th</sup> March 2021 12.00-15.00 5 week Online CR118-CLPS	01204 482920	
	Steps to Better Mental Wellbeing - For the Love of Poetry	Wednesday 24 <sup>th</sup> February 2021 to 31 <sup>st</sup> March 2021 13.00-16.00 6 weeks Online CR227-CLPC	01204 482920	



	Food to Boost Your Mood and Wellbeing	Wednesday 24 <sup>th</sup> February 2021 to 24 <sup>th</sup> March 2021 09.15-12.15 5 weeks Online CR302-CLPS	01204 482920	
	Cookery for Lockdown	Tuesday 19 <sup>th</sup> January 2021 to 16 <sup>th</sup> February 2021 10.00-12.00 5 weeks Online CR351-CLPS	01204 482920	
	Worldwide Cookery	Thursday 21 <sup>st</sup> January 2021 to 18 <sup>th</sup> February 2021 13.00-15.00 5 weeks Online CR352—CLPS	01204 482920	



## 6. Course Overviews

### Introduction to Blogging

This is an introductory course to Blogging. The aim of the course is to introduce you to the concept of blogging, some key aspects of a blog and start to create a blog around a theme/subject relevant to you. We will be using Blogger and you will need to have a Google account before starting the course.

This course will be delivered **online via Zoom**.

**You will cover the following topics:**

1. Define what a blog is
2. Identify and explain positives and negatives of existing blogs
3. Create a blog with multiple pages
4. Demonstrate use of multimedia in your blog

**Venue: Online - ZOOM**



## Level 1 Award in Substance Misuse

This qualification enables the learner to develop a knowledge and understanding of substance misuse awareness - including alcohol - and its potential effects on individuals and others.

This course will be delivered **online via Zoom**.

This qualification is suitable for learners wishing to increase their awareness of substance misuse.

**Venue: Online - ZOOM**



## **EL3 Award in Developing Enterprise Skills**

This qualification provides learners with a basic introduction to the main principles of enterprise. Learners will research local enterprising people or entrepreneurs and identify their own enterprise skills and areas for growth. As part of the Developing Enterprise qualification, they'll then apply these skills by taking part in a brief enterprise activity.

This course will be delivered **online via Zoom**.

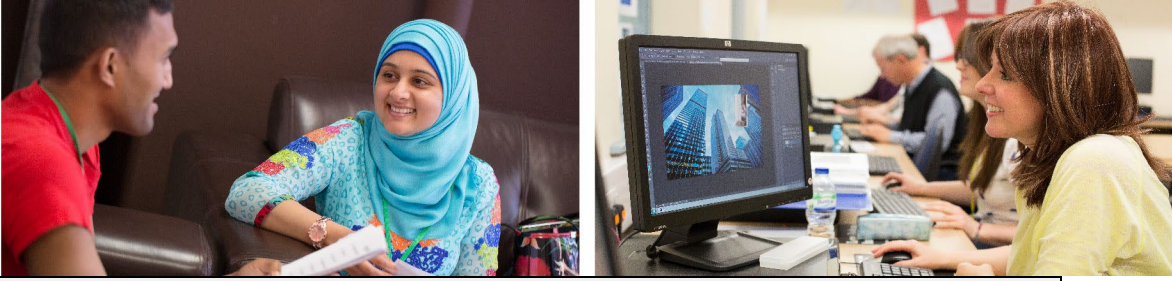
### **You will cover the following topics:**

This qualification aims to:

- help learners to investigate the skills, qualities and attitudes of enterprising individuals
- help learners to identify their own enterprising skills, qualities and attitudes
- allow learners the opportunity to use their own skills, qualities and attitudes by taking part in an enterprising activity.

The objectives of this qualification are to help learners to:

- develop an awareness of their own enterprise skills, as well as those of others, in order to progress to higher level learning and eventual employment
- utilise their enterprise skills in a short enterprising activity
- build an awareness of the enterprise skills they already possess in order to be enterprising within education, life and work.



Venue; Online - ZOOM

## **Level 1 Award in Stress Awareness**

This qualification aims to improve learners' understanding of stress. They will look at the causes of stress and the effects stress can have on health. They will also learn to recognise the signs and symptoms of stress and look at ways of preventing or reducing stress.

This course will be delivered **online via Zoom**.

### **You will cover the following topics:**

Internally assessed mandatory workbook, group discussions, worksheets and scenarios.

You will also be looking at several resources online which will support your study - see below:

- Mind: [www.mind.org.uk/information-support/tips-for-everyday-living](http://www.mind.org.uk/information-support/tips-for-everyday-living)
- NHS Choices: [www.nhs.uk/Conditions/Stress/Pages/Introduction.aspx](http://www.nhs.uk/Conditions/Stress/Pages/Introduction.aspx)
- Stress Management Society: [www.stress.org.uk/](http://www.stress.org.uk/)
- BBC Science: [www.bbc.co.uk/science/0/21685448](http://www.bbc.co.uk/science/0/21685448)
- Health and Safety Executive: [www.hse.gov.uk/stress/](http://www.hse.gov.uk/stress/)
- BUPA: [www.bupa.co.uk/health-information/directory/s/stress](http://www.bupa.co.uk/health-information/directory/s/stress)

**Venue: Online ZOOM**





## **Level 1 Award in Substance Misuse**

This qualification enables the learner to develop a knowledge and understanding of substance misuse awareness - including alcohol - and its potential effects on individuals and others. This qualification is suitable for learners wishing to increase their awareness of substance misuse or learners wanting to undertake work in this area.

This course will be delivered **online via Zoom**.

### **You will achieve:**

This qualification is suitable for learners wishing to increase their awareness of substance misuse.

**Venue: Online ZOOM**



## **Level 2 Award in Equality and Diversity**

Ref: 601/3144/5 Sector: Preparation for Life and Work.

This qualification is suitable for both young and adult learners, including those in or seeking employment. It is also ideal for those who need to develop an awareness of issues surrounding equality and diversity, for example as part of an induction programme or personal development.

The objectives of these qualifications are to help learners to:

- raise their awareness of the issues surrounding equality and diversity
- apply this awareness through their actions in society, community and the workplace.

This course will be delivered **online via Zoom**.

### **The course will cover the following topic;**

Introduce the concepts of equality and diversity in a variety of environments including society, the community and the workplace

Highlight how stereotyping and labelling affect individuals

Outline the effects of prejudice and discrimination

Allow the learner to examine rights and responsibilities

Stress the importance of taking individual responsibility and action to help and support others

Provide a basis for further study and/or career development.

**Venue: ONLINE - ZOOM**



## **Beating Anxiety in Lockdown for a Healthier Life**

You will identify the physical and emotional signs of anxiety. You will learn how to manage your anxiety in lockdown through participating in some relaxation techniques and mood boosting activities. These techniques and activities will hopefully help you to create a sense of positive balance in your life and will guide you towards a calmer way of living.

This course will be delivered **online via Zoom**.

### **The course will cover the following topics:**

- \* Define the word 'Anxiety.'
- \* List four or more ways anxiety can affect your body.
- \* List four or more ways anxiety can affect your mind.
- \* Practice some self-care techniques that are effective for managing symptoms of anxiety, such as meditation and gentle exercise through meditative movement.
- \* Participate in some mood boosting activities such as keeping a gratitude journal and performing small acts of kindness towards yourself and others.

**Venue: ONLINE - ZOOM**



## **The Power of Positivity - Helping you through difficult times**

Based on positive psychology, this online course is designed to introduce learners to use positive thinking strategies and techniques to help navigate through difficult times.

This course will be delivered **online via Zoom**.

### **The course will cover the following topics:**

- Learn what positive psychology is and identify its benefits for navigating through difficult times.
- Explore personal barriers to positive thinking and the impact on health & wellbeing.
- Practice positive thinking strategies and techniques to re-train your brain and to cope with life experiences.
- Create a positive thinking routine to help you see things in a more positive light and feel happier and healthier.

**Venue: ONLINE - ZOOM**



## **Steps to Better Mental Wellbeing – For the Love of Poetry**

This course has been designed to support and offer therapeutic pathways through writing creative poetry. Expressing yourself creatively has been linked to improved mood, well-being and reduced stress levels. This course will also help you to gather your thoughts and feelings in conversation as well as developing your writing skills.

This course will be delivered **online via Zoom**.

### **The course will cover the following topics:**

- Explore the impact of creative writing on mood & wellbeing.
- Learn to use poetry techniques to enhance your writing skills.
- Express feelings, thoughts and ideas through writing poetry.
- Create a booklet of poetic pieces for personal use.

Venue; ONLINE -ZOOM



## **Food to Boost Your Mood and Wellbeing**

You will learn about the importance of gut health and its impact on mood, health & wellbeing. Learn to identify specific food groups to lift mood, improve memory, focus & concentration and promote healthy brain function for improved mental wellness.

This course will be delivered **online via Zoom**.

### **The course will cover the following topics:**

- Explore the importance of gut health and its impact on health & wellbeing.
- Identify specific food groups and their benefits for improved mental wellness.
- Plan and prepare meals that support healthy mental wellbeing.

Venue; ONLINE -ZOOM



## Cookery for Lockdown

This introductory course complements our other cooking courses, this will help develop your confidence and cooking skills within the kitchen. You will learn how to use healthy ingredients, being able to substitute ingredients and using less unhealthy options. You will develop your knife skills and safety in the kitchen when using appliances and utensils, whilst being aware of good food and personal hygiene. The course will also help you understand weights and measurements when reading and using recipes.

This course will be delivered **online via Zoom**.

### **The course will cover the following topics:**

- Develop kitchen techniques such as preparation and cooking Methods.
- Understand safety in the kitchen when using different appliances and utensils, such as knife skills and different cutting techniques.
- Recognise healthier ingredients and the benefits they can give you, being able to substitute less healthy options.
- Practise good food and personal hygiene and recognise the importance of practising these.
- Demonstrate measuring skills, for weighing ingredients when using recipes.
- Create and cook a selection of dishes for yourself or your family.

Venue; ONLINE - ZOOM



## **Worldwide Cookery**

This introductory course complements our other cooking courses, this will help develop your confidence and cooking skills within the kitchen. You will learn how to use healthy ingredients, being able to substitute ingredients and using less unhealthy options. You will develop your knife skills and safety in the kitchen when using appliances and utensils, whilst being aware of good food and personal hygiene. The course will also help you understand weights and measurements when reading and using recipes.

This course will be delivered **online via Zoom**.

### **The course will cover the following topics:**

- Develop kitchen techniques such as preparation and cooking Methods.
- Understand safety in the kitchen when using different appliances and utensils, such as knife skills and different cutting techniques.
- Recognise healthier ingredients and the benefits they can give you, being able to substitute less healthy options.
- Practise good food and personal hygiene and recognise the importance of practising these.
- Demonstrate measuring skills, for weighing ingredients when using recipes.
- Create and cook a selection of dishes for yourself or your family.

Venue; ONLINE - ZOOM





## **Level 2 Certificate in Preparing for the Community Interpreting Role**

This is a 17 weeks course that offers the opportunity for learners who are speakers of other languages to learn about the area of Community Interpreting. Learners may wish to study this subject as they have an interest in the topic or they may wish to use the qualification as a stepping stone to becoming a Community Interpreter. This qualification gives learners who are speakers of other languages the opportunity to seek work as freelance community interpreters or to develop the language and skills necessary to go on and train as community interpreters at Level 3 and Level 4.

This course will be delivered **online via Zoom**.

**The aims of the qualification are to enable learners**

- To develop public service awareness and knowledge
- To develop language skills in preparation for training as community interpreters
- To develop listening and assertiveness skills in preparation for further community interpreting study and work
- To understand the roles, rights and responsibilities of community interpreters

**Venue: Online ZOOM**



## **Volunteering Skills, Work and Community – Open Award Level 2**

This is a Level 2 award for people who are interested in working and/or volunteering in their community. You will have the opportunity to develop your understanding of volunteering opportunities and the skills you would need to develop your experience in this area.

This course will be delivered **online via Zoom**.

**The course content will cover the following units:**

1. Developing your own Interpersonal Skills
2. Developing Presentation Skills
3. Carrying out a Research Project

**Venue: Online - ZOOM**































































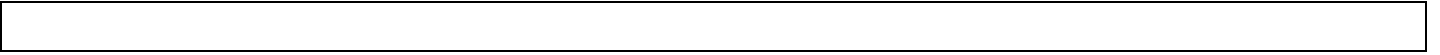














**Venue: Deane and Derby Community Learning Centre, Board Street, Bolton, BL3 5EH**





