

# EMPLOYABILITY

Are you looking for a course which will help you to build and enhance your CV? By enrolling onto these courses you can gain valuable and appropriate employability skills needed by employers. For instance, you could achieve an accredited certificate in Customer Care, First Aid, Food Safety and/or in computing. Check out the programme below for our varied range of employability courses.



## SKILLS FOR EMPLOYMENT

### FIRE SAFETY AWARENESS

Fire safety training for all staff is a requirement for employers. Everyone in the workplace has a duty to prevent fires. This short course provides you with information relating to fire safety legislation and duties, fire prevention, control and sources of fire.

Darwen Town Hall	Thursday	10am – 12.30pm	16/05/2019	2½ hours
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### FIRST STEPS INTO EMPLOYMENT

This is an employability course enabling you to make the first steps towards employment. The course covers a range of employability topics ranging from composing a CV and sending it via an e-mail, interview skills, identifying own skills and achievements and matching them to job roles.

Bank Top NLC	Tuesday/Wednesday	9.30am – 2.30pm	30/04/2019	4 Weeks (2 Sessions per week)
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### \*HEALTH AND SAFETY IN THE WORKPLACE ENTRY 3 (ACCREDITED BY ASCENTIS)

Health and Safety in the workplace is extremely important both for the employer and employee. This course will provide you with the basic knowledge on: rights and responsibilities for Health and Safety; what to do in the event of accidents and emergencies and perform workplace tasks safely.

**Skills required: English language skills at Entry Level 3 or higher.**

Bank Top NLC	Tuesday	9.30am – 2.30pm	09/07/2019	2 weeks
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### HOW TO SELL YOURSELF AT AN INTERVIEW

#### NEW COURSE FOR SUMMER

Getting the job you want is the first step to starting your career pathway. Having solid interview techniques and skills can make all the difference in getting the job you want. This short course will support you to prepare, plan and help gain or improve your performance at an interview. At the end of the session you will carry out a mock interview and be given feedback on your performance.

Bank Top NLC	Wednesday	10.00am – 12.30pm	03/07/2019	2½ hours
Audley NLC	Wednesday	10.00am – 12.30pm	10/07/2019	2½ hours
Darwen Town Hall	Wednesday	10.00am – 12.30pm	17/07/2019	2½ hours

### INFECTION CONTROL IN CARE

#### NEW COURSE FOR SUMMER

This one-day course is aimed at adults who want to work in a health and social care environment. The course will explore basic principles and legislation on safety and hygiene in work activities, that could put employees at risk of passing and contracting infection including preventative methods. The session will explore food hygiene control, different waste disposal routes and effective hygiene control in a health and social care environment.

Audley NLC	Tuesday	9.30am – 12.30pm	25/06/2019	3 hours
Bank Top NLC	Wednesday	9.30am – 12.30pm	10/07/2019	3 hours

#### MOST COURSES ARE FREE

To book on call 01254 507720 or 01254 581175 or email [adultlearning@blackburn.gov.uk](mailto:adultlearning@blackburn.gov.uk)

\*FREE ACCREDITED COURSES FOR LEARNERS WHO ARE UNEMPLOYED AND ON A LOW INCOME WAGE.

## INTRODUCTION TO CHILDCARE

### NEW COURSE FOR SUMMER

This course will give learners an introduction to childcare and working with children. You will have the opportunity to explore and learn about different craft activities and how these will help with a child's learning and development. You will have the chance to explore the aspects of play, linking this to a child's learning and how activities and toys play a vital role in valuing children as individuals.

Darwen Town Hall	Tuesday	9.30am – 2.30pm	07/05/2019	3 weeks
Bank Top NLC	Thursday	9.30am – 2.30pm	09/05/2019	3 weeks
Audley NLC	Tuesday	9.30am – 2.30pm	17/06/2019	3 weeks

## \*INTRODUCTION TO CUSTOMER CARE LEVEL 1 (ACCREDITED BY ASCENTIS)

This is a three weeks' customer care course or for people who have customer care or retail experience and would like to gain a Level 1 accreditation in customer service. You will learn the elements of positive customer experience; importance of the customer's experience to a business and be familiar with customer safety procedures. The course is an ideal progression opportunity for people achieving the Introduction to Customer Care Entry Level 3.

**Skills required: English language skills at Entry Level 3 or higher.**

Bank Top NLC	Tuesday	9.30am – 2.30pm	07/05/2019	3 weeks
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## INTRODUCTION TO DATA PROTECTION

Both employers and their employees have new responsibilities to consider and ensure compliance is met in regards to Data Protection. This workshop will help individuals gain valuable insight into what information security is and why information must be kept secure.

Darwen Town Hall	Thursday	10.00am – 12.30pm	02/05/2019	2½ hours
Bank Top NLC	Tuesday	10.00am – 12.30pm	18/06/2019	2½ hours

*“ I enjoyed and learned valuable information about customer care. ”*

## INTRODUCTION TO HEALTH AND SOCIAL CARE

### NEW COURSE FOR SUMMER

This course will give learners an introduction to health and social care. It will help learners understand some skills and knowledge needed to work in the sector. We will look at the different sectors and provisions in the local community and also develop knowledge of the range and scope of job roles within the different health and social care sectors. Learners will consider the skills needed to fulfil these job roles and the career progression routes available to employees in the sector.

Bank Top NLC	Tuesday	9.30am – 2.30pm	04/06/2019	2 weeks
Darwen Town Hall	Monday	9.30am – 2.30pm	03/06/2019	2 weeks
Audley NLC	Tuesday	9.30am – 2.30pm	09/07/2019	2 weeks

## \*INTRODUCTION TO WORKING WITH OTHERS ENTRY 3 (ACCREDITED BY ASCENTIS)

In employment working with others is very important. An employee or volunteer needs to understand the skills required to work with others whilst carrying out tasks. This accredited course will help you gain skills like working as a team, effective communication, active listening, organisational skills, process of decision making and importance of responsibilities and reporting to management all of which can lead to efficiently working with others in the workplace.

**Skills required: English language skills at Entry Level 3 or higher.**

Bank Top NLC	Tuesday	9.30am – 2.30pm	25/06/2019	2 weeks
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## MAKE OR BREAK - TEAMWORK AND ENTERPRISE PROJECT

NEW COURSE FOR SUMMER

This is a 5 week course where you will design and produce a product to sell and raise money for a chosen charity. By the end of the project you will gain skills in team working, identifying your own skills and qualities and work with others to produce a simple project plan. This course will explore how taking responsibility of individual roles can achieve a common goal through team working.

Bank Top NLC	Monday	1pm – 3pm	10/06/2019	5 weeks
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## MOVING AND HANDLING IN THE WORKPLACE

Manual handling operations require employers to take appropriate steps to reduce the risk of injury to employees, this includes suitable training. The Manual Handling course helps employees to understand the risks associated with manual handling, the value of risk assessments and how to recommend measures that can control manual handling risks at work.

Audley NLC	Thursday	10am – 2pm	09/05/2019	4 hours
Bank Top NLC	Wednesday	10am – 2pm	12/06/2019	4 hours

## SAFEGUARDING CHILDREN AND YOUNG PEOPLE

This course covers the factors that contribute to keeping a child safe and healthy, including common illnesses, injuries and accidents. The course will show you how to identify indicators, signs and symptoms of different types of abuse, including online abuse and how to help and support children through many challenges. Part of the course looks at the responsibilities of individuals to protect children and how to safeguard yourself through the process.

Bank Top NLC	Thursday	9.30am – 2.30pm	06/06/2019	2 weeks
Audley NLC	Thursday	9.30am – 2.30pm	20/06/2019	2 weeks

## SAFEGUARDING FOR ADULTS IN LIFE AND WORK

Safeguarding is a key training requirement for employers. This course will provide learners with an introduction to safeguarding in both work situations and in daily life. They will learn how to recognise unsafe practices or signs of potential abuse and will know the procedures for reporting safeguarding concerns. It also explores an awareness of 'personal values', the impact of these on professional practice and procedures for responding to safeguarding concerns.

Darwen Town Hall	Monday	9.30am – 2.30pm	13/05/2019	2 weeks
Audley NLC	Thursday	9.30am – 2.30pm	04/07/2019	2 weeks

## VOLUNTEERING UNIT LEVEL 1 (ACCREDITED BY AIM AWARDS)

This is a three week accredited course designed for volunteers or for adults wanting to become a volunteer. You will learn how to match your skills and qualities to various volunteering roles; explore the different types of volunteering opportunities available; look at different skills that could be useful to organisations; recognise the benefits that could be gained from volunteering and rights that volunteers can expect when volunteering. At the end of the course you learn how to apply for a volunteering position and gain accreditation at Level 1 in volunteering.

**Skills required: English language skills at Entry Level 3.**

Darwen Town Hall	Wednesday	9.30am – 2.30pm	12/06/2019	3 weeks
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*This course was well taught and I learned new things and now look for Health & Safety around me more. I would recommend to other people.*

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## PATHWAYS INTO VOLUNTEERING – ARE YOU VOLUNTEER READY?

Join our Pathways into Volunteering course and start your journey into volunteering.

The programme includes **FREE** training and covers:

- Introduction to volunteering – skills check and linking to the most suitable/appropriate volunteer role.
- Personal presentation – look good feel good, confidence building, self-esteem and mental health.
- Induction: a generic induction programme covering Health & Safety; Equality & Diversity; Safeguarding and Information and Data Protection.
- Personal Development Planning: to identify and record individual learning and development needs, goals and aspirations.
- Learn about mentoring/buddying or coaching peers.

On completion of the programme there are progression opportunities that will lead onto accredited training including First Aid, Food Safety or an accredited Level 1 Volunteering course.

For more information call 01254 507720 or 01254 581175 or e-mail [adultlearning@blackburn.gov.uk](mailto:adultlearning@blackburn.gov.uk)



## STRENGTHENING COMMUNITIES – VOLUNTEERING IN LANCASHIRE



Are you unemployed and need support?

SCVL aims to provide you with realistic pathways to employment through

- ◆ One to one support.
- ◆ Accredited and non-accredited training.
- ◆ Access to volunteer placements in the Voluntary and Community, Public and Private Sectors.

For more information, please contact the team on 07547566054 or [office@communitycvs.org.uk](mailto:office@communitycvs.org.uk)

SCVL is funded by the European Social Fund



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## FIRST AID

*I've really enjoyed taking part in this course, I can now recognise various illnesses and administer first aid.*



### BASIC FIRST AID (ADULT CHOKING, CPR AND AED)

Learn basic practical lifesaving skills and develop techniques for emergency situations such as the recovery position, CPR (Cardiopulmonary Resuscitation), bandaging, how to assist an adult casualty when they are choking and how to use an AED (Automated External Defibrillator).

Audley NLC	Thursday	9.30am – 2.30pm	25/04/2019	4 hours
Bank Top NLC	Friday	9.30am – 2.30pm	07/06/2019	4 hours

### BASIC FIRST AID CARING FOR SENIORS

Learn basic practical lifesaving skills and develop techniques for common emergency situations faced by older adults such as cardio muscular problems (heart attacks and strokes), falls, cuts and scrapes, cold and heat related illnesses (heatstroke and hyperthermia), CPR (Cardiopulmonary Resuscitation) and how to use an AED (Automated External Defibrillator).

Darwen Town Hall	Thursday	9.30am – 2.30pm	23/05/2019	1 day
Bank Top NLC	Friday	9.30am – 2.30pm	28/06/2019	1 day

### BASIC PAEDIATRIC FIRST AID (CHILD AND BABY CHOKING, CPR AND AED)

Learn basic practical lifesaving skills for baby and child and develop techniques for emergency situations such as recovery position, CPR, bandaging, choking and how to use an AED.

Audley NLC	Thursday	9.30am – 2.30pm	13/05/2019	1 day
Bank Top NLC	Tuesday	9.30am – 2.30pm	27/06/2019	1 day

### BASIC SPORTS AND ACTIVITY FIRST AID

#### NEW COURSE FOR SUMMER

This course is designed for learners who have an involvement in sports and recreational activities in both the professional and voluntary sectors. You will learn basic practical lifesaving skills and develop techniques for common emergency situations in sports and activities, which includes injuries to bone, muscles and joints, extreme temperatures and suspected head and neck injuries.

Bank Top NLC	Tuesday	9.30am – 2.30pm	14/05/2019	1 day
Audley NLC	Thursday	9.30am – 2.30pm	04/07/2019	1 day

### \*EMERGENCY FIRST AID AT WORK (ACCREDITED FIRST AID FOR ADULTS)

Learn practical lifesaving skills and develop techniques for emergency situations required in the workplace. Achieve a level 2 certificate in Emergency First Aid at Work. The course covers: roles and responsibilities of a first aider; managing and assessing a casualty in shock or choking; items contained in a First Aid box; recovery position; CPR with an AED; bandaging, burns and scalds. **Skills required: English language skills at Entry Level 3 or higher.**

Audley NLC	Tuesday/Wednesday	9.30am – 2.30pm	07-08/05/2019	2 days
Bank Top NLC	Thursday/Friday	9.30am – 2.30pm	18-19/07/2019	2 days

### \*PAEDIATRIC FIRST AID (ACCREDITED FIRST AID FOR BABY AND CHILD)

Learn practical child and baby lifesaving skills and develop techniques for emergency situations required in a work environment involving children. Achieve a certificate in Paediatric First Aid. The course covers: roles and responsibilities of a first aider; managing and assessing a casualty in shock or choking; items contained in a First Aid box, recovery position; CPR with an AED; bandaging, burns and scalds. **Skills required: English language skills at Entry Level 3 or higher.**

Audley NLC	Tuesday/Wednesday/Thursday	9.30am – 2.30pm	18-20/06/2019	3 days
Bank Top NLC	Tuesday/Wednesday/Thursday	9.30am – 2.30pm	09-11/07/2019	3 days

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## FOOD SAFETY

*I am loving these food safety courses as I needed to refresh my knowledge and also the tutor gave me additional information to help me pursue my catering business.*



### FOOD SAFETY FOR BEGINNERS

The Food Hygiene Awareness course covers basic food safety and hygiene skills that are required by anyone who handles food or drink as part of their job role. It is also suitable for anyone interested in improving their understanding of food safety in the home.

Bank Top NLC	Tuesday	10am – 2pm	07/05/2019	4 hours
Audley NLC	Thursday	10am – 2pm	16/05/2019	4 hours
Blackburn Library	Thursday	10am – 2pm	23/05/2019	4 hours

### \*LEVEL 1 FOOD SAFETY IN CATERING

The Level 1 Food Safety in catering course is accredited and designed for learners or volunteers who would like to work in an environment where you handle and prepare food. You will learn the role an individual plays in reducing food contamination, personal hygiene procedures and how hazards can be controlled. The course is accredited by Highfield Qualifications.

**Skills required: English language skills at Entry Level 3 or higher.**

Audley NLC	Monday	9.30am – 3pm	08/04/2019	1 day
Bank Top NLC	Monday	9.30am – 3pm	20/05/2019	1 day
Blackburn Library	Thursday	9.30am – 3pm	06/06/2019	1 day
Audley NLC	Thursday	9.30am – 3pm	13/06/2019	1 day
Darwen Town Hall	Thursday	9.30am – 3pm	27/06/2019	1 day

### \*LEVEL 2 AWARD IN FOOD ALLERGEN AWARENESS AND CONTROL IN CATERING

The Level 2 Award in Food Allergen Awareness and Control in catering is aimed for learners and volunteers who would like to work within a catering industry where staff are involved in food preparation and service and have been successful in completing the Level 1 Food Safety course. This course is designed to provide knowledge and understanding of food allergens and food that commonly causes intolerance, their characteristics and effects, the importance of effectively communicating information regarding allergenic ingredients to customers, and how staff can minimise the risk of cross-contamination from allergenic ingredients. This qualification is supported by Allergy UK and is accredited by Highfield Qualifications.

**Skills required: English language skills at Level 1.**

Audley NLC	Monday	9.30am – 3pm	13/05/2019	1 day
Bank Top NLC	Thursday	9.30am – 3pm	04/07/2019	1 day

### \*LEVEL 2 FOOD SAFETY IN CATERING

The Level 2 Food Safety in catering course is designed for learners or volunteers who require a qualification to work in the catering and hospitality industry. Topics 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 course is accredited by Highfield Qualifications.

**Skills required: English language skills at Level 1.**

Blackburn Library	Thursday/Friday	9.30am – 3pm	04-05/04/2019	2 days
Bank Top NLC	Thursday/Friday	9.30am – 3pm	20-21/06/2019	2 days
Audley NLC	Wednesday/Thursday	9.30am – 3pm	10-11/07/2019	2 days
Blackburn Library	Wednesday/Thursday	9.30am – 3pm	17-18/07/2019	2 days

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