



Employability Programme Booklet 2022/23

The Sheffield College Route to Employment Team

Courses on Offer

IT / Computing

- Basic IT for Everyone (BITE)
- Essential IT (EIT)

Basic Skills and Employability

- Employability Plus
- English, Maths and IT for Work

Sector-Specific

- Forklift Truck & Warehousing
- Horticulture
- Rail Engineering
- Security Guarding/ Door Supervision
- Taxi/ Private Hire Driving

ESOL

- ESOL Employability



For referrals and enquiries, please contact:

RouteToEmployment@sheffcol.ac.uk

0114 260 2448 / 0114 260 2600

Eligibility Criteria

The courses in this booklet are offered on a fully-funded basis to learners who:

- **Are unemployed** and in receipt of certain state benefits.

Currently, the following benefits are eligible for fee remission:

- Universal Credit
 - Jobseeker's Allowance
 - Income Support
 - Employment Support Allowance
 - Personal Independence Payment
 - Council Tax Benefit
 - Housing Benefit
 - Working Tax Credits
 - Child Tax Credits
 - Child Benefit
- **Are employed**, but earning a low wage (below ca. £18,500 per year)

In addition, some qualifications require learners to be 19+ at the start of the academic year and some require learners to have minimum levels of prior qualifications to join. Please see the individual course pages for further information.

Guidelines do change, however, so please check if you are unsure about eligibility.

All learners are required to provide proof of ID to support enrolment and, where applicable, proof of leave to remain in the UK.



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Basic IT for Everyone (BITE) & Essential IT (EIT)

Course Duration: 9 weeks	Hours/ Week: 12
Total Hours: 108	Location: City Centre

Course Description:

A beginner's computer course for those with little or no IT skills or experience. The emphasis of the programme is building IT confidence and a chance to practice new skills gained.

Key Content:

- Learn to use a mouse and a keyboard
- Learn about search engines and social media
- Set up and learn to use an e-mail address
- Create documents, save, print, copy and paste
- Introduction to the basics of Microsoft programmes
- Introduction to the basics of working online

Useful information:

This course will also give learners the chance to practice skills using their own devices (phones, tablets, etc) as well as using PCs.

Qualifications:

All successful candidates will achieve:

- Sheffield College Entry 3 Certificate

The follow-on **Essential IT (EIT)** course is a slightly shorter (6 week) course, which gives a fuller introduction to Microsoft Office and the use of Word and Excel, equipping learners with the skills required by industry. It will also ensure learners are adept at using the internet to research and find work.



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Employability Plus

Course Duration: 8 weeks	Hours/ Week: 15
Total Hours: 120	Location: City Centre

Course Description:

This course has been designed to cover all aspects of employability for learners wishing to improve their job searching, sell their skills to employers more effectively and increase their confidence.

Key Content:

- Self-development and confidence-building
- Problem solving
- Time management and organisational skills
- Customer service skills
- Team working and building good working relationships
- Career aspirations and planning
- Job search, job application and interview skills
- Understanding recruitment from the employer's point of view
- Preparing to start work

Useful Information:

Referrals are made onto weekly assessment sessions.

JCP Work Coaches – Please book onto the Basic Skills Diary via the HUB

Other Advisers – Please call the team for referrals



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English, Maths and IT for Work

Course Duration: 14 weeks	Hours/ Week: 15
Total Hours: 210	Location: City Centre

Course Description:

This course has been designed for learners for whom a lack of basic skills is a barrier to employment.

Key Content:

- Maths and English skills sessions
- Plan for progression by building on personal strengths
- Understand the importance of effective communication and teamworking skills
- Build confidence in computers and IT skills

Useful Information:

Referrals are made onto weekly assessment sessions.

JCP Work Coaches – Please book onto the Basic Skills Diary via the HUB

Other Advisers – Please call the team for referrals

Qualifications:

City & Guilds Qualifications in Employability at various levels, plus the opportunity to gain Functional Skills Literacy/Numeracy



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Forklift Truck and Warehousing

Course Duration: 2 weeks	Hours/ Week: 40
Total Hours: 80	Location: A&S Transport Training
Entry Criteria:	Previous qualifications will be checked for learners aged 19-23 at the start of the academic year.

Course Description:

This course offers a practical programme for those interested in jobs involving basic fork lift truck driving and warehousing.

Key Content:

- Health & Safety in the Workplace
- Moving and handling goods
- Warehousing, picking, wrapping and packing
- Operating equipment

Useful Information:

This course is based at A&S Transport Training in Attercliffe. After an initial induction session, the training is delivered over 2 weeks at 5 days per week.

Qualifications:

All successful candidates will achieve:

- City & Guilds Level 1 certificate in Warehousing & Storage
- City & Guilds Level 2 Award in FLT Operations
- RTITB Forklift Licenses (Counterbalance and Reach)

Please note: assessment for the Reach license is contingent on successful and timely completion of the Counterbalance element.



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Horticulture

Course Duration: 6 weeks	Hours/ Week: 6
Total Hours: 36	Location: Hillsborough College

Course Description:

This is a practical craft course providing a good introduction to the horticultural industry and the development of basic horticultural skills. It will suit people who are practically-minded and like working outdoors in all seasons. Learners will need to be able to undertake a range of horticultural tasks including lifting and moving, ground preparation and planting.

Key Content:

Course content varies with seasons. Modules may include:

- Plants and their names
- How to use horticultural machinery
- Working in glasshouses
- Maintaining gardens
- Landscape practice
- Health and safety
- Working as part of a team
- Working in the community

Useful Information:

A pair of **safety boots are essential** for this course.

90% of course assessment is practical. 10% is classroom-based.



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Rail Engineering

Course Duration: 6 wks + 2 wks	Hours/ Week: 36
Total Hours: 216 + 60	Location: Peaks College
Entry Criteria:	Learners must be able to work to at least L1 literacy and have the correct ID. Previous qualifications will be checked for learners aged 19-23 at the start of the academic year.

Course Description:

This course is designed to prepare learners for entry into the Rail Sector.

The initial 6 weeks will provide a thorough grounding in both Practical and Theory elements via two City & Guilds Level 2 Engineering qualifications.

This will be followed by a 2-week Personal Track Safety course to provide learners with a Sentinel Card

Key Content:

Qualifications include:

- City & Guilds Level 2 Certificate in Rail Engineering Underpinning Knowledge
- City & Guilds Level 2 Diploma In Rail Engineering Track Maintenance

Useful Information:

Full PPE will be provided. Please note: 14 days of the course will be practical sessions, which take place in **LEEDS**.



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Security Guarding/ Door Supervision

Course Duration: 4 weeks	Hours/ Week: 37.5
Total Hours: 150	Location: Hillsborough
Entry Criteria:	Learners must be able to work to at least L1 literacy and have the correct ID. Previous qualifications will be checked for learners aged 19-23 at the start of the academic year.

Course Description:

This course is delivered in partnership with JCP and local employers.

Learners who complete all elements of the course will be able to apply for an SIA Door Supervisor licence, funded by the College.

Key Content:

- Door supervision
- Security guarding
- Conflict Management
- Physical intervention

Useful Information:

Learners will need **at least one** of the following to join the course:

- Original birth certificate (from birth - not a certified copy)
- Passport
- Driving Licence (can be provisional)

Learners will also be required to wear smart black shoes, smart black trousers/skirt and a smart shirt to every session.

Qualifications:

All successful candidates will achieve:

- College Certification in Security Services
- Level 2 Award in Door Supervision



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Taxi/ Private Hire Driver

Course Duration: 1 week	Hours/ Week: 40+
Total Hours: 40+	Location: City College
Entry Criteria:	Learners must be capable of working to Level 1 Literacy. Previous qualifications will be checked for learners aged under 24.

Course Description:

This course is aimed at anyone who is looking to enter the taxi and private hire profession.

Key Content:

- Health & Safety/ Road Safety/ Vehicle Maintenance
- Customer Service/ Assistance to passengers
- Luggage & Parcels
- Transporting Children/ Safeguarding Awareness
- Regulatory Framework

Qualification:

Successful learners will achieve a Level 2 Certificate in Introduction to the Role of the Professional Taxi and Private Hire Driver

Useful Information:

Follow-on training is available to help learners meet statutory requirements and progress towards becoming a taxi driver.

Courses include:

- **Sheffield Topographical Knowledge Test Preparation**
- **Safeguarding for Taxi Drivers**
- **Disability Awareness for Taxi Drivers**
- **First Aid for Taxi Drivers**



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ESOL Employability

Course Duration: Various	Hours/ Week: 15
Total Hours: Various	Location: Various
Entry Criteria: Learners must be referred via JobCentre Plus.	

Course Description:

The Sheffield College ESOL programme caters for learners at all levels from Pre-Pre Entry to Level 1. Courses last for between 8 and 14 weeks and are delivered from various sites across Sheffield.

Key Content:

- Full diagnostic assessment
- Tailored provision to meet learner needs
- Progression through levels
- Employability embedded into delivery

Useful Information:

Please note that referrals **must** come via a JCP Work Coach. Bookings are made onto weekly assessment sessions.



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