

# Unemployed? About to be made redundant?

We can help with a **FREE** training and support package!



CENTRAL **SUSSEX** COLLEGE

Central Sussex College is offering a fully funded support package, **the Reach Programme**, to those who have lost their job or who are on notice of redundancy. The programme is designed to help get your career back on track, and is personalised to give you the opportunity to update your current skills, improve your chances at interview and build your confidence.

Once you have completed the Reach induction programme, you will have the opportunity to join a work-related short course and start job-hunting via our College Job Club.

Call Employer Services on 01293 453506/442320 to book an appointment (available Monday to Wednesday between 1pm and 4pm) or visit the Crawley Advice Shop located in the County Mall on a Thursday afternoon or Friday morning to speak to a College Adviser about the programme.

## Reach programme

### Basic IT Skills

This programme provides an introduction to using a computer, producing basic Word documents, and using e-mail and the internet. It would be useful to support job-hunting online for those who have limited knowledge of computers.

16 hours on a flexible basis

### Information Technology User

This programme covers units of the European Computer Driving Licence (ECDL) to develop a wide proficiency in using IT and is suitable for those who have existing PC skills or those who want a fast-track route.

Flexible depending on number of units/ minimum of 20 hours up to 75 hours

### CMI Award Level 3 in Management & Leadership

This programme is suitable for those who have held a supervisory position or are looking to move into supervision and who wish to acquire the knowledge and skills necessary to develop their career. Candidates should have some experience of supervising or leading a team.

30 hours over 6 days

### CMI Award Level 2 in Team Leading

This programme is suitable for those who have held a team leader position or are looking to acquire the knowledge and skills necessary to develop their career. Candidates should have some experience of leading a team.

30 hours over 6 days

### Portable Appliance Testing (PAT)

This is a short course leading to accreditation as a PAT tester. You will need basic electrical knowledge e.g. plug wiring and fuses.

10 hours over 2 days

### Electrical 17th Edition Wiring Regulations

This programme is suitable for qualified electricians requiring updating of existing knowledge. This qualification on its own does not qualify you as an electrician. Candidates should already hold a City & Guilds 2330 or NVQ Level 3 Electrical qualification.

18 hours over 3 days


Crawley or Burgess Hill campuses

### Introduction to Building Services

This programme provides an introduction to the building services of electrical installation and plumbing. It covers tool selection and use, and basic methods most commonly used in this area of work.

60 hours, 2 days/week over 5 weeks

### PLEASE NOTE

All courses are suitable for those recently or longer term unemployed except those marked  which are only suitable for those who have been unemployed for less than 6 months.

for **whoever** you want to be

## Introduction to Bricklaying

This programme provides an introduction to bricklaying. It introduces the learner to the commonly used hand tools, equipment and basic craft skills required to construct basic brickwork and blockwork structures. Learners will have the opportunity to take the health and safety online test that may lead to a CSCS card.

60 hours, 2 days/week over 5 weeks

## Basic First Aid with Food Hygiene (Level 2) or Health & Safety in the Workplace (Level 2)

This combination programme provides an introduction to first aid plus either an introduction to the basics of food hygiene or a session which addresses the revised national occupational standards in health and safety.

12 hours over 2 days

Crawley or East Grinstead campuses

## First Aid at Work with Food Hygiene (Level 2) or Health & Safety in the Workplace (Level 2)

This combination programme provides an opportunity obtain a First Aid at Work certificate and is suitable for those interested in becoming a nominated person in the workplace plus either an introduction to the basics of food hygiene or a session which addresses the revised national occupational standards in health and safety.

24 hours over 4 days

Crawley or East Grinstead campuses

## Welding Award

This programme provides an introduction to Welding leading to a Level 2 Award in Welding Skills and is suitable for those with some or no experience.

75 hours over 6 weeks

Crawley or Burgess Hill campuses

## Introduction to Teaching - Return to Study Skills

This programme provides an introduction to teaching methods in post-16 education or training together with study skills to prepare for future teacher training. It is suitable for intending teachers/trainers/classroom assistants or learning support assistants. CRB checking will be required to work in this field.

45 hours over 9 days - child-friendly hours

Crawley campus

## Computer Aided Design (CAD)

This programme will lead to a City & Guilds Level 2 CAD qualification and is suitable for those who have some knowledge of using a computer.

75 hours flexible delivery

## Customer Service

This programme is suitable for candidates who have worked with either internal or external customers in a variety of business settings.

30 hours over 6 days

## Business Administration

This programme is suitable for candidates who are preparing to work in business at a level that requires knowledge of routine administrative procedures.

30 hours over 6 days

Call Employer Services on 01293 453506 or 442320 to book an appointment or find out more about the programme.