

# REACH your potential...

with our FREE training and support package



CENTRAL SUSSEX COLLEGE

Central Sussex College is offering a free support package, the Reach Programme, to those who are unemployed or who are under 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.

If you are on active benefits please see your Personal Adviser at your local Job Centre who can refer you to one of our information sessions at the College. Alternatively, if you are on notice of redundancy or recently made redundant please call our Job Shop/Employer Services team on 01293 453418 to find out more about the support we can offer.

At our information sessions we will discuss with you your career history and current skill set, before looking at the training options available to you, that may help you back into employment.

## Reach programme

### Employability Skills

Everyone will be offered the opportunity to join our employability workshop that includes tips and techniques to give you the increased confidence to apply for jobs, covering CV writing, job search and interviewing techniques. On completion, you can progress onto one of our work-related Reach courses.

2/3 days up to 18 hours

### Information Technology

This programme covers units of the European Computer Driving Licence (ECDL), or the ITQ 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. In addition to the ECDL we offer Level 2 ICT Award for IT Users.

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

### 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

### Portable Appliance Testing (PAT)

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

10 hours over 2/3 days

### Certificate for Domestic Installers Scheme (Part P)

This course is suitable for gas and heating installers with experience of working with domestic installations. This is a certified course.

5 consecutive days, 9am-5pm

### 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

for **whoever** you want to be

# Reach programme

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

This combination programme provides an opportunity to 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 (Horsham Campus)

## 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 those intending to be teachers/trainers/classroom assistants or learning support assistants. CRB checking will be required to work in this field.

45 hours

## Business Administration Level 2 or 3

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

48 hours

## Customer Service Level 2 or 3

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

30 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

## Skills for Life

If you would like to acquire or improve on your numeracy or literacy skills or improve your English, if it is not your first language, we offer a range of courses, please speak to your personal adviser at your local Job Centre.

## Pre Apprenticeship programme

For those who are keen to get an apprenticeship we offer a 12 week course to prepare you for becoming an apprentice, we will start you on that apprenticeship journey by covering some of the elements of the programme and help develop your employability skills. Please contact our Job Shop on 01293 453506.

On completion of your course you will be given 1:1 support through our Job Shop. This is an opportunity to look at the latest vacancies and have help with job applications as part of supporting you back into work.

**Call Employer Services on 01293 453418 to find out more about our Reach Offer**