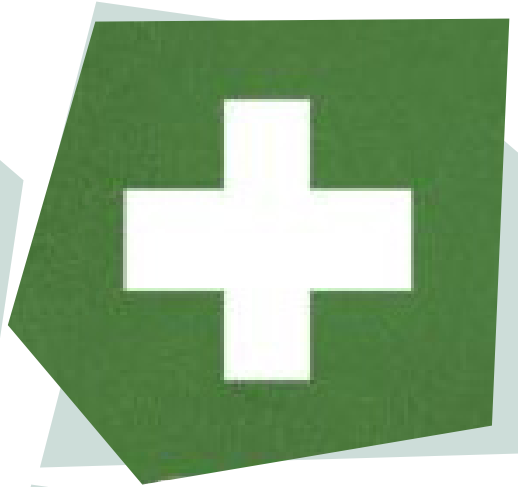


JobWorks

Employability Support

A range of services to help get you back into work



Skills Support for Redundancy
Work Place Learning
Work Club
Support for Graduates &
Apprentices
Employability Courses
Industry Specific Courses
Advice & Support
English, Maths & IT Skills



JobWorks offers a wide range of free, friendly and helpful services to help you get back into employment.

We are able to offer you one-to-one sessions with experienced JobWorks Co-Ordinators who will assist you with your CV and job applications or advise you on interview techniques. We also have the opportunity to offer you short training courses that will improve your skills and confidence.

Work Club

Every Tuesday 12- 5pm
The Lodge, Station Road, Kendal, LA9 6BT
No need to make an appointment. Just call in.

Work Club can be arranged for alternative week days, and venues including Ulverston, Milnthorpe, Grange-over-Sands, Windermere, Ambleside, Penrith and Sedbergh.

For more information telephone Mark Wadsworth on 07738 944387.

 Like us on Facebook / Jobworks



Co-financed by

Skills
Funding
Agency



Work Place Learning is funded by the European Social Fund, co-financed by the Skills Funding Agency. Calderdale College are the Accountable Body for the Work Place Learning Programme on behalf of West Yorkshire Consortium of Colleges.



Location

The Lodge is situated at the front of Kendal Museum, opposite Kendal Railway Station and is a 5 minute walk from Kendal JobCentre and the Bus Station.



JobWorks

Address:
The Lodge
(Next to Kendal Museum)
Station Road
Kendal
Cumbria
LA9 6BT

"I have benefited 100% from the course."

"This has helped me land a full-time job in customer care."

Skills Support for Redundancy

Unemployed for less than 6 months?

At risk of or recently made redundant?

Industry-led qualifications that help to support and up-skill, providing you with new and improved opportunities; includes courses such as first aid, health and safety and food hygiene.

Work Place Learning

Short, training courses to improve the ability of employees to enable them to take on more responsibility, become more effective at what they do, or maintain their current position in the company.

Work Clubs

Come along to one of our Work Clubs for free and friendly advice on how to get that job.

We offer support and advice for everything from job applications to interview techniques to improve your chances of securing employment.

Support is available on a one-to-one basis or as part of a small group, depending on what will work best for you.

Work Clubs are available at various times and days each week at a variety of venues and locations.

Graduates & Apprentices

Support and assistance for skilled and high level applicants who need help with tailoring their applications and CVs to make them stand out from the crowd.

Employability Courses

Help with all aspects of job seeking

We can make sure that your CV is current, is tailored to the job you are looking for and fits in with current recruitment practice, as well as helping you to get your applications and application letters right.

We can help you prepare for your interview using the correct techniques and skills, advise you on how to respond to and which questions to ask, and think about non-verbal communication to present yourself confidently and professionally.

Get the Skills

Learn new skills or enhance current skills with a range of short courses designed to increase your chances of securing employment.

- Retail
- Hospitality
- Care

There are a range of subjects available. Talk to us about your requirements.

Free help with English and Maths skills at all levels

Improve your numeracy and literacy and make yourself more valuable to employers.

Basic IT Skills

Get the skills to be able to operate office software, email and the internet effectively.

"I felt completely confident in my interview and knew exactly what to say because of this course."

"Helpful information and a great confidence boost."

JobWorks Skills Courses

IT Skills Courses:

Entry Level 3 IT Users

Level 1 IT Users

Level 1 MS Excel Unit

Level 1 MS Word Unit

Level 1 MS Powerpoint

Level 1ITQ Users

Level 2 MS Excel Unit

Level 2 MS Word Unit

Level 2 MS Powerpoint Unit

Level 3 MS Excel Unit

Level 3 MS Word Unit

Level 3 Powerpoint Unit

Level 3 ITQ Users

Maths & English Support:

Entry Level 1 to Level 2

Art & Design

| Code | Title | Dur | Hrs/Week | Start | Day | Time |
|------------|-------------------------------|-------|----------|-----------|------|-----------|
| CD182B09-0 | Adobe Light Room/Apperture | 6 wks | 3 | 09-Mar-16 | Wed | 1800-2100 |
| CD182C09-0 | (Photography Post-Production) | | | 20-Jun-16 | Mon | |
| CD294A09-0 | Creative Writing* | 8 wks | 2 | 02-Feb-16 | Tues | 1800-2000 |
| CD290A09-0 | Felt Making* | 4 wks | 2 | 24-Feb-16 | Wed | 1830-2030 |
| CD290B09-0 | | | | 04-May-16 | | |
| CD161B09-0 | Web Design | 8 wks | 3 | 25-Jan-16 | Wed | 1800-2100 |
| CD161C09-0 | | | | 18-Apr-16 | Wed | |

Art & Design Continued

| Code | Title | Dur | Hrs/Week | Start | Day | Time |
|------------|--|--------|----------|-----------|------|-----------|
| CD173A09-0 | Graphic Design Level 2 BTEC Award | 15 wks | 3 | 01-Feb-16 | Mon | 1800-2100 |
| CD173D09-0 | Graphic Design Level 3 BTEC Award | 15 wks | 3 | 02-Feb-16 | Tues | 1800-2100 |
| CD173B09-0 | Fashion and Clothing Level 2 BTEC Award | 15 wks | 3 | 01-Feb-16 | Mon | 1800-2100 |
| CD173C09-0 | Fashion and Clothing Level 3 BTEC Award | 15 wks | 3 | 02-Feb-16 | Tues | 1800-2100 |
| CD141C09-0 | Photography Level 2 BTEC Award | 15 wks | 3 | 04-Feb-16 | Thur | 1800-2100 |
| CD201C09-0 | Photography Level 3 BTEC Award | 15 wks | 3 | 01-Feb-16 | Mon | 1800-2100 |

Art & Design, Funded

| Code | Title | Dur | Hrs/Week | Start | Day | Time |
|------------|--|--------|----------|-----------|------|-----------|
| CD111B09-0 | Visual Arts (Printed Textiles) Level 1 BTEC Award | 15 wks | 3 | 03-Feb-16 | Wed | 1800-2100 |
| CD113B09-0 | 3-D Design (Jewellery) Level 1 BTEC Award | 15 wks | 3 | 04-Feb-16 | Thur | 1800-2100 |
| CD114B09-0 | 3-D Design (Ceramics) Level 1 BTEC Award | 15 wks | 3 | 01-Feb-16 | Mon | 1800-2100 |

*Fees excludes materials

Beauty & Integrated Therapies, Non-Funded

| Code | Title | Dur | Hrs/Week | Start | Day | Time |
|------------|---|--------|----------|-----------|------|-----------|
| LH306A09-0 | Lash Extensions Level 3 Award | 6 wks | 3 | 04-Jan-16 | Mon | 1730-2030 |
| LH317A09-0 | Media Make-Up Level 3 Award | 15 wks | 3 | 04-Jan-16 | Mon | 1730-2030 |
| FC653A05-0 | Basic Make-Up Techniques | 1 Day | 5 | 17-Feb-16 | Wed | 1000-1600 |
| FC658A05-0 | Crystal Therapy Workshop | 1 Day | 5 | 25-May-16 | Wed | 1000-1600 |
| FC127A05-0 | Eyebrow Masterclass | 1 Day | 5 | 15-Apr-16 | Fri | 1000-1600 |
| FC137A05-0 | Hopi Ear Candles | 1 Day | 3 | 04-Dec-15 | Fri | 1300-1630 |
| LH121B09-0 | Indian Head Massage, Level 3 Certificate | 10 wks | 3 | 12-Apr-16 | Tues | 1730-2030 |
| FC124A05-0 | Introduction to Manicure and Pedicure | 1 Day | 5 | 06-Jul-16 | Wed | 1000-1600 |
| FC659A05-0 | Strapping | 1 Day | 5 | 17-Feb-16 | Wed | 1000-1600 |
| FC151A05-0 | Self-Tanning | 1 Day | 5 | 17-Feb-16 | Wed | 1000-1600 |
| FC130B05-0 | Hands Free Deep-Tissue Massage | 1 Day | 6 | 18-Feb-16 | Thur | 0900-1600 |

Beauty & Integrated Therapies, Funded

| Code | Title | Dur | Hrs/Week | Start | Day | Time |
|------------|--|--------|----------|-----------|------|-----------|
| LH307B09-0 | Stone Therapy Massage Level 3 Certificate | 10 wks | 3 | 19-Jan-16 | Tues | 1730-2030 |
| LH292A05-0 | Aromatherapy Level 3 Diploma | 20 wks | 3 | 05-Jan-16 | Tues | 1300-1600 |
| LH571B09-0 | Nail Technology Level 2 Certificate | 17wks | 3 | 01-Feb-16 | Mon | 1730-2030 |
| LH281A05-0 | Reflexology Level 3 Diploma | 20wks | 3 | 05-Jan-16 | Tues | 0900-1200 |
| LH201B09-0 | Sports Massage Therapy Level 3 Diploma | 10wks | 3 | 05-Jan-16 | Tues | 1730-2030 |

Business & Accounting, Non-Funded

| Code | Title | Dur | Hrs/Week | Start | Day | Time |
|------------|---|--------|-----------|-----------|-------|-----------|
| BB321B05-0 | Accounting Skills to Run Your Own Business (AAT), Level 2 Award | 12 wks | 3 | 14-Apr-16 | Thur | 0900-1200 |
| CN391A05-0 | Computerised Accounting (AAT) SAGE, Level 2 Award | 10 wks | 3 | 14-Apr-16 | Thur | 1300-1600 |
| SC328B09-0 | Social Media for Business | 1 day | 3 | 22-Feb-16 | Mon | 1800-2100 |
| BS032E05-0 | Team Leading | 2 days | 10 | 14-Jan-16 | Thur/ | 0900-1600 |
| BS032F05-0 | | | | 11-Feb-16 | Fri | 0900-1200 |
| BS032G05-0 | | | | 10-Mar-16 | | |
| BS032H05-0 | | | | 14-Apr-16 | | |
| BS032I05-0 | | | | 12-May-16 | | |
| BS032J05-0 | | | | 09-Jun-16 | | |
| BS032K05-0 | | | 14-Jul-16 | | | |

Business & Accounting, Funded

| Code | Title | Dur | Hrs/Week | Start | Day | Time |
|------------|---|-------|----------|------------------------|------|-----------|
| BB611A09-0 | Accountancy for Beginners (AAT) Level 1 Award | 6 wks | 3 | 04-Feb-16 21-Apr-16 | Thur | 1300-1600 |
| SC328B09-0 | Social Media for Business (IT Users) Level 1 | 6wks | 3 | 13-Apr-16 | Wed | 1800-2100 |

Computing & Software Development, Non-Funded

| Code | Title | Dur | Hrs/Week | Start | Day | Time |
|--------------------------|--|--------|----------|------------------------|-------------|-----------|
| SC431B05-0 SC431C05-0 | Microsoft Excel for Beginners | 1 day | 6 | 15-Feb-16 28-Mar-16 | Tues Mon | 0930-1630 |
| SC42B05-0 SC42C05-0 | Microsoft Excel Intermediate | 1 day | 6 | 16-Feb-16 29-Mar-16 | Tues | 0930-1630 |
| SC433B05-0 | Microsoft Excel Advanced | 1 day | 6 | 01-Jun-16 | Wed | 0930-1630 |
| JW666F09-0 | Outlook for Beginners Level 1 Certificate | 4 wks | 3 | 21-Mar-16 | Mon | 1800-2100 |
| JW007F09-0 | Powerpoint Level 2 Certificate | 4 wks | 3 | 23-Mar-16 | Wed | 1800-2100 |
| CN872B05-0 | Routing & Switching Essentials (CISCO), CCNA2 | 12 wks | 2.5 | 05-Jan-16 | Tue | 1800-2100 |
| JW007E09-0 | Spreadsheets Level 2 Certificate | 4 wks | 3 | 24-Feb-16 | Wed | 1800-2100 |
| JW666D09-0 | Word Processing for Beginners Level 1 Certificate | 4 wks | 3 | 11-Jan-16 | Mon | 1800-2100 |
| JW007D09-0 | Word Processing Level 2 Certificate | 4 wks | 3 | 13-Jan-16 | Wed | 1800-2100 |

Computing & Software Development, Funded

| Code | Title | Dur | Hrs/Week | Start | Day | Time |
|------------|---------------------------------|--------|----------|-----------|-----|-----------|
| JW006B05-0 | IT Users Level 1 Certificate | 13 wks | 3 | 11-Jan-16 | Mon | 1800-2100 |
| JW007B05-0 | IT Users Level 2 Certificate | 13 wks | 3 | 13-Jan-16 | Wed | 1800-2100 |

Construction, Non-Funded

| Code | Title | Dur | Hrs/Week | Start | Day | Time |
|--------------------------|---|--------|----------|------------------------|------|-----------|
| TC316B05-0 | Initial Verification and Certification of Electrical Installations Level 3 Award | 4 wks | 7.5 | 25-Feb-16 | Thur | 0900-1730 |
| TC319A09-0 | In-Service Inspection and Testing of Electrical Equipment (PAT) Level 3 Award | 10 wks | 3 | 03-Feb-16 | Wed | 1800-2100 |
| TC317A05-0 TC317B05-0 | Periodic Inspection, Testing and Certification of Electrical Installations Level 3 Award | 4 wks | 7.5 | 14-Jan-16 21-Apr-16 | Thur | 0900-1730 |
| TC398B05-0 TC398C05-0 | Practical hands-on approach to Inspection and Testing workshop | 1 day | 6 | 11-Feb-16 26-May-16 | Thur | 0900-1600 |
| TC311A05-0 | Requirements for Electrical Installation BS7671:June 2008 (2011) Level 3 Award | 4 wks | 7.5 | 03-Mar-16 | Thur | 0900-1730 |

Engineering Non-Funded

| Code | Title | Dur | Hrs/Week | Start | Day | Time |
|------------|-----------------------|--------|----------|-----------|-----|-----------|
| CG999B05-0 | Maths Bridging Course | 15 wks | 2 | 27-Jan-16 | Wed | 1700-1900 |

Health & Social Care, Non-Funded

| Code | Title | Dur | Hrs/Week | Start | Day | Time |
|------------|---|--------|----------|-----------|---------------|-----------|
| SC091E05-0 | Emergency First Aid at Work, Award | 1 day | 6 | 04-Feb-16 | Thur | 0900-1630 |
| SC091F05-0 | | | | 10-Mar-16 | | |
| SC091G05-0 | | | | 14-Apr-16 | | |
| SC091H05-0 | | | | 10-May-16 | | |
| SC091I05-0 | | | | 09-Jun-16 | | |
| SC091J05-0 | 07-Jul-16 | | | | | |
| SC402A05-0 | First Aid Level 3 | 3 days | 18 | 25-Jan-16 | Mon - | 0900-1630 |
| SC402C05-0 | | | | 04-Jul-16 | Wed | |
| SC402B05-0 | | | | 03-May-16 | Tues- Thur | 0900-1630 |
| SC251C05-0 | Health and Safety in the Workplace (CIEH), Award | 1 day | 6 | 28-Jan-16 | Thur | 0900-1630 |
| SC251D05-0 | | | | 24-Mar-16 | | |
| SC251E05-0 | | | | 19-May-16 | | |
| SC251F05-0 | | | | 21-Jul-16 | | |
| LC251B05-0 | Healthier Foods and Special Diets Level 2 Award | 1 day | 6 | 07-Jan-16 | Thur | 0900-1630 |
| SC601A05-0 | Paediatric First Aid | 2 days | 12 | 22-Feb-16 | Mon - Tues | 0900-1630 |
| SC601B09-0 | | 4 wks | 3 | 16-May-16 | Mon | 1700-2000 |
| SC510A0-0 | Moving and Handling People Level 2 | 1 day | 6 | 09-Mar-16 | Wed | 0930-1600 |

Health & Social Care, Non-Funded

| Code | Title | Dur | Hrs/Week | Start | Day | Time |
|------------|--|--------|----------|-----------|-----|-----------|
| BN285B05-0 | Counselling Skills, Level 2 Certificate | 20 wks | 3 | 13-Jan-16 | Wed | 1630-1930 |

Hospitality & Catering, Non-Funded

| Code | Title | Dur | Hrs/Week | Start | Day | Time |
|--|---|--------|----------|--|----------|-----------|
| SC351C05-0 SC351D05-0 SC351E05-0 SC351F05-0 | Award in Food Safety in Catering (CIEH) Level 2 | 1 day | 6 | 04-Feb-16 10-Mar-16 12-May-16 21-Jul-16 | Thur | 0900-1630 |
| SC361B05-0 SC361C05-0 | Award in Food Safety in Catering (CIEH) Level 3 | 3 days | 18 | 10-Feb-16 13-Apr-16 | Wed-Fri | 0900-1630 |
| SC051D05-0 SC051E05-0 SC051F05-0 SC051G05-0 | Personal Licence Holders Award | 1 day | 9 | 04-Feb-16 24-Mar-16 19-May-16 23-Jun-16 | Thur | 0900-1830 |
| LC017B05-0 | The Science and Hygiene behind Sous Vide | 2 days | 12 | 16-Feb-16 | Tues-Wed | 0900-1600 |
| LC141B09-0 | Wine Level 1 Award | 3 wks | 3 | 18-Jan-16 | Mon | 1800-2100 |
| LC071A90-0 | Wines and Spirits Level 2 Award | 7 wks | 3 | 22-Feb-16 | Mon | 1800-2100 |
| LC019B05-0 | Cake Decoration | 8 wks | 2.5 | 06-Jan-16 | Wed | 1830-2100 |
| | Principles of COSHH Level 2 Award | 1 day | 6 | 01-Mar-16 | Tues | 0900-1300 |

Music, Non-Funded

| Code | Title | Dur | Hrs/Week | Start | Day | Time |
|--------------------------|--|-------|----------|------------------------|------|-----------|
| CD186A09-0 | Pro Recording Studio Techniques | 6 wks | 3 | 02-Feb-16 | Tues | 1800-2100 |
| CD231B09-0 CD231C09-0 | Sound System Operation for Music Events and Venues | 6 wks | 3 | 03-Feb-16 13-Apr-16 | Wed | 1800-2100 |

Notes

Notes



Mark Wadsworth
JobWorks Coordinator

@ Mark.Wadsworth@kendal.ac.uk
☎ 07738 944387

Mark Wadsworth runs the JobWorks service.

Mark has a background in training and lecturing in further education, specialising in employability skills support for the unemployed.

Our courses are supported by a range of specialist training staff and over 50% of the people we see are helped back into the workplace.

 www.kendal.ac.uk/jobworks

 www.facebook.com/jobworks

