

Looking for work or training?

FREE
COURSES

If you answered 'yes' and you live in Pollards Hill, this booklet is for you!

Whatever your age, education or employment, this booklet contains a wide variety of training courses including:

- Construction traineeships
- Customer service work experience
- Driving theory and much more!

We can also offer one day courses on: food hygiene, manual handling, asbestos awareness, health and safety at work and working at heights

To book your place: choose your course of choice and email Sharon at United Living on sv@unitedliving.co.uk or 01322 618438.

Work > Way

united
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Moat

6 MONTH
TRAINING

Traineeship: Construction (ages 16 to 19)

If you're aged 16 to 19 and don't have the skills or experience for work, then this traineeship will help to give you training in English and Maths and provide you with the work experience you need to secure an apprenticeship or employment.



What is a Traineeship?

A Traineeship is an education and training programme with work experience that can help unlock your potential and prepare you for a future career by helping you to be 'work ready'.

What are the objectives?

You will learn useful construction specific skills in both the classroom and workplace.

What qualification will I receive?

You will achieve a Level 1 Health, Safety in construction Environment - OCN Award.

What will I learn?

- Basic Practical construction skills
- Construction Skills
- Certification Scheme test
- Health and Safety
- Risk assessment
- Personal budgeting and planning
- Employability skills
- Positive mindset training
- Functional and life skills.

What about the work experience?

Your work experience will take place at Pollards Hill or surrounding area and will be supported by United Living and their sub-contractors in areas such as roofing, electrical installation, painting and decorating, scaffolding.

When will I start?

This Traineeship begins on Monday 24 September 2018 and will be 30 hours a week for six months.

ONE YEAR
COURSE

Employment in the Construction Industries

- Level 1 (ages 16 to 19)

This Diploma will provide you with an introduction to the occupational areas within the construction industry. The aim is to help you make informed decisions about progressing with further training and employment within a chosen area.



What is Construction?

The construction sector offers a variety of roles, from engineering to stonemasonry. Construction could be right for you if you're a practical person and are interested in how things work and are put together.

What are the objectives?

To help you get ahead in almost any area of the Construction industry.

What will I learn?

- Introduction to construction work
- Principles of Health and Safety
- Handling and storing materials and components
- Personal work skills
- Introduction to Self-Employment
- Performing carpentry and joinery operations
- Performing dry lining operations
- Maintenance of modern buildings
- Impact and use of buildings

What qualification will I receive?

You will achieve an NVQ level 1 diploma in employment in construction industries. The qualification also promotes the development of wider employment skills, including safe working practice, personal protective equipment and customer service and care.

What about the work experience?

Your work experience will take place at Pollards Hill or surrounding area and will be supported by United Living.

When will I start?

This course begins on Monday 1 October 2018 and will be for one year.

ONE YEAR
COURSE

Painting and Decorating

- NVQ Level 1 (ages 16 to 19)

This qualification is aimed at those wishing to learn skills in painting and decorating, to progress in becoming skilled in your chosen trade, or to progress through an apprenticeship and work towards becoming a master craftsman.



What is Painting and Decorating?

Painters and decorators prepare and apply paint, wallpaper and finishes to different surfaces. Jobs range from redecorating homes or offices to applying heavy-duty finishes to structures like bridges.

What are the objectives?

You will learn, develop and practice the skills for employment and/or career progression in painting and decorating.

What qualification will I receive?

You will achieve a NVQ Level 1 in Painting and Decorating.

What will I learn?

The qualification will cover the following skills:

- Erecting and dismantling access equipment and working platforms
- Preparing surfaces for decorations
- Applying paint systems by brush and roller
- Applying foundation and plain papers
- Producing specialist decorative finishes
- Applying and creating colour.

What about the work experience?

Available through United Living and their sub-contractors in Pollards Hill or Phipps Bridge.

When will I start?

This course begins on Monday 1 October 2018 and will be for one year.

1 WEEK
COURSE

Helping you into Employment

This course has been designed by a range of experts, training providers and recruitment professionals for anyone wanting to progress their education, get into work, learn on the job or make a move to the next job.

What are the objectives?

The job-related learning on this course will introduce you to a range of popular employment areas, equipping you with relevant skills and knowledge to help you make the most of your job applications and interviews.

What are the benefits?

This qualification will help you further your education and gain employment. Skills for Work qualifications will help provide you with the skills you need to work in your chosen career and meet traineeship/apprenticeship requirements.

What qualification will I receive?

A City & Guilds or an ASDAN qualification. ASDAN is an organisation providing flexible programmes and qualifications helping young people to develop skills for learning, work and life.

What will I learn?

- Writing a CV/cover letter
- Interview skills
- Presentation skills
- Applying for a job
- Job applications and disabilities
- Exploring soft skills for the job market.

**This course will begin on:
Monday 24 September 2018**

4 WEEK
COURSE

Cleaning and Support Services - NVQ Level 1

This course will help you to get practical on the job training to gain real experience and improve your skills. Designed with the help of employers, the course aims to attract new people into this area of work and provide further training for those already working in this area who want to learn new skills.

What will I learn?

At Level 1 you will cover basic health, safety and hygiene, plus cleaning skills such as:

- Using electrical cleaning equipment
- Dealing with re-cycling
- Choosing the right cleaning method for a range of surfaces
- Effective communication
- Health and safety in the workplace
- Maintenance and minor repairs

What qualification will I receive?

You will achieve a Level 1 qualification in Cleaning and Support Services Skills which can help you in roles such as window cleaning, caretaking, passenger transport cleaning, street cleaning, specialist carpet and flooring cleaning and much more.

What about the work experience?

This will be available through Cleanscapes, one of Moat's main contractors at Pollards Hill.

This course will begin on:
Monday 24 September 2018, 9am

5 DAY
COURSE

Construction Skills Certification - NVQ Level 1

This course will help you to get practical on the job training to gain real experience and improve your skills. Designed with the help of employers, the course aims to attract new people into this area of work and provide further training for those already working in this area who want to learn new skills.

What will I learn?

- General responsibilities
- Health and welfare
- Working at height
- Manual handling
- PPE (Personal Protective Equipment)
- Handheld equipment and tools
- Site transport safety
- Accident prevention reporting
- Noise and vibration
- Hazardous substances
- Electrical safety
- Emergency procedures and first aid
- Fire protection and control

What qualification will I receive?

You will receive an NVQ Level 1 and successful completion of this course and certification will enable you to apply for the Construction Skills Certificate Scheme (CSCS) Green Card.

What about the work experience?

This will be available through United Living and their sub-contractors in Pollards Hill or Phipps Bridge.

What are the benefits?

The qualification and CSCS Green Card will allow you access to construction sites in the UK as a non-skilled worker. .

This course will begin on:
Monday 1 October 2018, 9am

13 WEEK
COURSE

Customer Service

- NVQ Level 1

If you're just starting out in your Customer Service career, this qualification will give you basic knowledge, understanding and experience of dealing with customers. The qualification can help you get ahead in almost any industry, as good customer-service skills are essential for many jobs.

What will I learn?

- Dealing with customers face to face
- Going the extra mile in customer service
- Dealing with customers across a language divide
- Using questioning techniques when delivering customer service
- Resolving customer service problems
- Delivering customer service to difficult customers

Additional units will be required for NVQ Level 2.

What qualification will I receive?

NVQ Level 1 qualification in Customer Services.

What about the work experience?

Available through United Living and Moat.

What are the benefits?

If you're looking to start a customer service career you can progress and build on your skills and receive work experience.

This course will begin on:
Monday 1 October 2018, 9am

10 MONTH
COURSE

English for speakers of other languages (ESOL)

If English is not your first language and you want to improve your speaking, listening, reading and writing skills, this course is for you. Our ESOL courses will focus on language skills, employability and citizenship skills. Our ESOL classes use varied activities and resources to make learning interesting and relevant.



What will I learn?

- How to participate in daily life in Britain – talk to your neighbours, organise transport, go shopping, visit a doctor or talk to teachers in schools
- Employability and enterprise skills particularly in CV writing and being interviewed
- All about British culture, democracy, the rule of law, equality and diversity and sustainable living

This course starts in September, but can be accessed at other times.
Please contact Sharon at sv@unitedliving.co.uk etc for more details.

6 DAY
COURSE

On the Road: driving theory programme

This course over six weeks gives you an excellent introduction to driving theory. You will be supported to obtain the necessary ID so you can apply for your Provisional Driving License and will then sit the Driving Theory Test.

What are the benefits?

This course will help to build your confidence and prepare you to sit and pass your Driving Theory Test.

What will I learn?

Learners will participate in tutor led lessons covering the following

- Introduction to road safety
- Recognising road safety and markings
- Principles of hazard perception
- Driving documents
- Importance of car maintenance.



Why do I need to take this course?

To be able to drive you will need to have completed your driving theory test. The ability to drive will open up lots of new opportunities both in your personal and working life. As a bonus, during the course you will receive employment support, including job searching, help completing online applications and agency referrals.

This course will begin in:
October 2018, one day a week for six weeks