



SKILLS 4WORK

Person Centred Approach to Learning
www.skills4workleeds.org.uk

Passport to Work Project



Introduction:

Skills 4 Work is a group which facilitates activities, education and training for anyone. The Passport to Work Project is a National Lottery funded 12-month project aimed at those who are currently unemployed and want to improve their chances of obtaining work.

Activities and modules will take place at various locations as the demand allows, we can cater for small numbers of students. The training is blended, with face to face tutor led sessions, online courses with tutor support, & group work.

Learning Activities & Modules:

Practical:

Health & Safety Awareness
Fire Safety
COSHH
Manual Handling
Electrical Safety

These are skills which all people need to know for work

Essential:

Improve your Maths- *this how to solve practical problems in both the workplace and everyday life*
Improve your English- *this is how to make your letter and/or documents look great*
Basic I.T. and Computing – *this is how to use a computer or just improve the skills you have already*

Employment:

CV and cover letter creation
Job seeking
Interview techniques
To improve your chances of gaining employment

Soft Skills:

Improving Confidence
Assertiveness
Handling Conflict
How to improve confidence and handle potential difficult work situations

Initial Assessment:

Prior to commencing on a scheme of work, each learner is assessed to determine their current level of knowledge and skill, understand their needs and use this information to develop a personalised learning plan.

Learning Groups:

Designed for but not limited to: Long & Short Term Unemployed, Learning Disability, Mental Health, anyone who has a desire to learn and is available during session times.

Aim:

Deliver a programme of training and activities which enables the learner to gain both some skills and knowledge which either essential and/or contribute to the learner's portfolio and enhance their chances of obtaining employment.

Schemes and Courses:

Some of the modules are stand alone short courses while some such as I.T or English/Maths would need a number of sessions to achieve the required standard. Learners can set out of a programme of modules which could encompass both the short and extended courses.

Certification:

Each module has a quiz to test understanding and a certificate is awarded for each module, at the end of the programme the learner is awarded a certificate, which is effectively the "Passport". The passport means that the learner has taken and achieved competence in the specific module. This shows prospective employers

- a) Willingness to learn
- b) Knowledge and/or skills in the subjects

The learner will also be practised at interviews which is a major barrier to many individuals.

Locations:

Modules can be delivered at virtually any location, if an organisation has a number of clients who would like to undertake some of our modules, we can use the organisations own location, this saves clients having the expense of travel to a different venue. WE will provide all the equipment needed to deliver the sessions, ie, laptops, tablets, projector, portable WIFI if needed.

Tutors:

All tutors are qualified and experienced, have gone through Safeguarding and Prevent Certification and DBS checked.