

Jobskills @BMET
BIRMINGHAM



Jobskills@BMET

Free courses for unemployed people. Are you looking for a job, aged 19+ and claiming a benefit for the unemployed?

Do you want free training to learn new skills matched to the local jobs market? If the answer is yes, then Jobskills @ BMET Birmingham can help you.

We offer short courses for people who are looking for work which will give you both a recognised qualification and a competitive edge in securing employment.

Support available:

- Free accredited training
- Sessions for 1:1 advice and guidance on finding work, job interview techniques, CV preparation and job application support
- Progression routes onto further training as appropriate
- Employment focussed opportunities

Our courses are targeted on those occupations where vacancies are known to exist locally so we can help you gain those jobs with the right training. They are run on regular dates throughout the year and attending them will not affect your benefits. We are based at

various locations throughout Birmingham. We may be able to help with the costs of travel and childcare should this be a barrier for you.

Short courses are offered in a range of occupations and subjects to help you find a job. We are adding to this list all the time so please check our website for further opportunities.

All courses have good progression routes so learners will be able to continue training once in employment.

The College also offers a wide range of longer part-time and full-time courses to help you retrain.

Please ring 0121 362 1174 for more information and to book onto courses. Alternatively contact us via our website.

Course information

Basic IT Skills

An introductory course that provides an understanding of the basic tasks needed to use a computer for job searching and gain confidence in using a computer within employment.

Units covered include:

- IT user fundamentals
- Word processing
- Using email and sending attachments
- Using the internet and Universal Jobmatch

Successful candidates will achieve Entry Level 3 Award in IT Users.

Business Administration

A short course designed to provide knowledge of administration and office environments.

Units covered include:

- Using a computer in a business environment – Word, Outlook, PowerPoint
- Managing your health at work
- Working in business and administration

Successful candidates will achieve Entry Level 3 Award in Business Administration.

Childcare

This course is suitable for people wishing to gain an understanding of childcare within an early years setting.

Units covered include:

- The value of play for babies and young children
- Management and organisation in an early years setting
- Introduction to community development in an early years setting
- Roles and responsibilities in an early years setting

Successful candidates will achieve Level 1 Award Introduction to an Early Years Setting.

Construction

Practical courses available in brickwork, carpentry and joinery, electrical, painting and decorating, plastering and plumbing.

Units covered include:

- Basic construction skills (linked to specific trade)
- Health and safety on site
- Practical trade experience

Successful candidates will achieve Level 1 Certificate in Basic Construction Skills (trade specific).

Customer Services

This programme provides learners with the skills required to deliver efficient and reliable customer service.

By the end of the programme you will:

- Know how to deliver good customer service
- Know different communications methods
- Know how to effectively deal with customer queries, problems and complaints
- Understanding mind set

Successful candidates will achieve Level 1 Award in Customer Services along with Level 1 Award in Employability Skills.

Cleaning and Facilities

A practical course aimed at those wishing to find employment within various sectors, including cleaning operatives, housekeeping and caretakers.

Elements covered include:

- Health, safety and security in the facilities industry
- Work place hygiene in the facilities industry
- Infection control
- Various practical cleaning skills

Successful candidates will achieve Level 1 Award in Introduction to the Facilities Industry along with Level 1 Award in Practical Cleaning Skills.

Engineering and Manufacturing

This course is designed to improve knowledge and help those preparing to work within a modern engineering and manufacturing environment.

Course includes the following:

- Lean Manufacturing principles
- Kaizen and the process of continuous improvement
- Four stages of team formation
- Preparing for interviews
- Solving work problems

Successful candidates will achieve Level 2 Certificate in Preparation for working in the Engineering and Manufacturing Industry

English for Work

Functional Skills English for learners looking to increase their level of literacy.

Units covered include:

- Speaking and Listening
- Reading
- Writing

Successful candidates will gain an appropriate level literacy certificate ranging from Entry Level 1 to Level 2.

First Aid

A one day course suitable for people who want to be a first aider in lower-risk work environments, such as care, retail, and security sectors.

Successful candidates completing this course will achieve Level 2 Award in Emergency First Aid at Work and will be able to act as a first aider in the workplace.

Food Safety

A one day course aimed at those looking for employment within any setting where food is prepared, cooked and served such as hotels, bars, care homes and the catering industry.

Successful candidates will achieve Level 2 Award in Food Safety in Catering.

Health and Safety at Work

A one day course that offers an awareness of health and safety that is applicable to any sector of work and is increasingly required by employers.

Units covered include:

- Risk assessment
- Manual handling
- Legislation
- Hazardous substances
- The workplace and workplace equipment
- Ergonomics and workstation design

Successful candidates will achieve Level 2 Award in Health and Safety in the Workplace.

Health and Social Care

A short course designed to give an awareness of health and social care to those wishing to find work in the sector.

Units covered include:

- The range of service provision and roles within the health and social care sector
- The principles and values required within the health and social care sector
- Awareness of health and safety within the health and social care sector

Successful candidates will achieve Level 1 Award in Introduction to Health, Social Care and Children's and Young People's Settings.

Horticulture

An in-depth, practical course held at the world renowned Botanical Gardens.

Units covered (dependant on season) include:

- Ground preparation
- Planting
- Propagation
- Pruning
- Lawn care
- Plant identification
- Various others

Successful candidates will achieve Level 1 Certificate in Practical Horticulture Skills.

Personal and Social Development

An interactive course for learners wishing to increase their confidence and motivation through goal setting.

Units covered include:

- Healthy living
- Developing self
- Preparation to work
- Managing own money

Successful candidates will achieve Level 1 Award in Personal Social Development along with advice and guidance on further development opportunities in work and life.

Retail Level 1

A short course designed to provide learners with an overview of the retail sector, covering roles such as shop assistants, stock handlers and shelf stackers.

Units covered include:

- Customer services
- Dealing with customers
- Cash handling and methods of payment
- Stock control

Successful candidates will achieve Level 1 Award in Retail Knowledge.

Retail Level 2

A progressive, in-depth look into the retail sector.

Units covered include:

- Selling skills and techniques
- Stock control
- Visual merchandising and display
- Security within a retail role

Successful candidates will achieve Level 2 Certificate in Retail Knowledge.

Security

A course designed to support people looking for employment within the security sector, covering many different roles such as door supervision, retail security and festival stewarding.

Units covered include:

- Customer service
- Physical intervention
- Rights and responsibilities
- Working in the private security industry

Successful candidates will achieve Level 1 Award in Personal Social Development, Level 1 Customer Service and Level 2 Door Supervision. Support with your SIA badge application will also be provided.



Please call 0121 362 1174 for more information and to book on to courses



Successstories

Kaylie Burgess

Kaylie has completed various training courses with Jobskills@BMET including the Cleaning and Facilities course as well as Health and Safety at Work.

"I really enjoyed the training with Jobskills and I learnt a lot about the cleaning industry. They taught us lots of different techniques to help us work to high standards which I found really useful. I even put myself forward for additional training for using the buffering machines and heavier machinery. The tutors on the course were easy to get on with, whilst also teaching very well and being there to help. The staff helped me with the application for Birmingham Children's Hospital and I got a job as a Domestic Assistant there.

"At the interview they asked me questions relating to my recent training and I felt much better prepared when I was able to tell them about my knowledge of chemical use and other important aspects of cleaning."

Jemma McLean

Finding new employment proved to be quite a challenge for return to work mum, Jemma McLean until she signed up for the BMET Job Skills Academy's Business Administration course.

She commented: "There was a diverse group of people on the course; some with office experience and others who were looking to take their first step into the industry and we all benefited from the training we received.

"Just before starting, I attended an interview for an Assistant Administrator role. Being able to prove that I was willing to carry out training in order to get a job, clinched it for me and I started work just over a month ago."

"I would definitely recommend this course to others if they are looking for work. Even if you have worked in administration, there is still plenty you can learn and it really makes a difference to your CV."

Steven Sharp

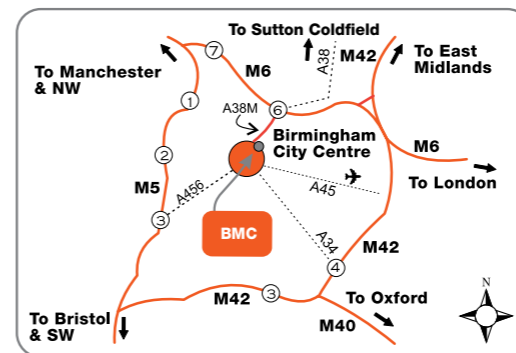
Steven completed the Basic IT Skills course and secured work with Marks & Spencer shortly afterwards.

"I chose to do this course having been informed about it at the Jobcentre. I hadn't used computers for about ten years so it was great for me to refresh my knowledge about emailing, job searching online and word processing. Learning how to use MS PowerPoint was really useful in helping me to find work. For my Marks & Spencer's interview I had to prepare a presentation and this course really helped me prepare brilliantly. I wouldn't have had the confidence or skills to succeed without this course and I believe it helped me secure the job."

"The work industry is very computer based nowadays and I would definitely encourage people to go onto this course"

Centrelocation

We also deliver a range of courses at our other campuses. Please ask for details.



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 Jennens Road
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