



South
Lanarkshire
College
East Kilbride

NOW IS YOUR TIME TO STEP INTO EMPLOYMENT THE INCLUSIVENESS PROJECT

FREE TRAINING for unemployed South Lanarkshire residents who are looking for work



The Inclusiveness Project at South Lanarkshire College offer **FREE** vocational training courses to unemployed, South Lanarkshire residents who are looking to move into employment.

Our courses are part time, run over 3 days per week therefore they don't affect benefits, (please check with JCP before applying).

Our courses include accredited vocational training followed by a short work placement, and flexible employability support to help you find and sustain employment.

Applicants must be aged 16+ (unless otherwise stated) be unemployed, actively seeking employment and living in South Lanarkshire to be eligible for our Courses.

The Inclusiveness Project is part funded by the European Social Fund and South Lanarkshire Council. Applicants will be paid a contribution towards their travel costs, and we may be able to support the cost of childcare.

CONTACT US

If you would like to find out more about our courses, or to be added to our waiting list please contact a member of staff on the details below:

Sharon Boyle – 01355 807677

Lisa Murray – 01355 807479

Lauren Balloch – 01355 807337

E mail – theinclusivenessproject@slc.ac.uk

www.slc.ac.uk



GATEWAY TO SOCIAL CARE (applicants must be 18 to apply)

This course is designed to give you an insight into what it's like working in the Care sector. We'll support you by helping you develop the basic skills and knowledge you'll need to take the first steps to finding employment in Care.

The Gateway to Social Care course has been specifically designed to include a mixture of 5 weeks of College based sessions followed by 3 weeks of work placement. This will give you the best opportunity to develop the skills that employers in the Social Care industry are looking for.

The following units will be covered on this course:

- Moving & Assisting
- Challenging Behaviour
- Stress Management
- Food Hygiene
- PVG
- Accident & Emergency Procedures
- Mental Health
- Infection Control
- Employability Skills
- Work Placement

Dates: Aug & Oct 2017 & Jan 2018

**Venue: South Lanarkshire College, East Kilbride
(Venue for Oct & Jan venue tbc)**



SVQ 1 HOSPITALITY SERVICES & PROFESSIONAL COOKERY (applicants must be 16 to apply)

This course is for applicants who are interested in a career in the Hospitality Industry. The course will include accredited qualifications as well as hands on experience in our College Bistro.

The following units will be covered on this course:

- REHIS
- Introduction to food preparation & cooking
- Introduction to food & beverage service
- Maintain a safe, hygienic cooking environment
- Employability Skills
- Work Placement

The SVQ1 Hospitality Services & Professional Cookery course is a 10 week course which will run 3 days per week. Your work placement will be based in the College Bistro where you'll prepare, cook and serve food to the staff and students.

Dates: Aug 2017

Venue: South Lanarkshire College, East Kilbride



BUSINESS ADMINISTRATION SKILLS

(applicants must be 16 to apply)

This course is designed to give students an insight in to what it's like working in an office environment. We'll support you by helping you to develop the basic skills and knowledge you'll need to enable you to find employment within an Administration setting.

The Business Administration course has been specifically designed to include a mixture of 12 weeks of College based sessions followed by 4 weeks of work placement to give you the best opportunity of gaining employment. On completion you'll achieve an NPA Administration Activities qualification.

The following units will be covered on this course:

- Word processing
- Spreadsheets
- Databases
- Telephone techniques
- Customer services
- Administration activities
- Cash transactions
- Employability
- Work placement

Dates: Aug & Nov 2017

Venue: South Lanarkshire College, East Kilbride

Venue: for Nov tbc

The Inclusiveness Project, South Lanarkshire College, College Way, East Kilbride, G75 ONE.