

Chef



Care Worker



Painter & Decorator



Carpenter & Joiner



Employability Training

for 16-24 year olds

Employability funded courses by Skills Development Scotland

Online Communications



Railway Engineer



Retail Assistant



Mechanic



Get Work Ready!

Get Into Work

If you have reached the statutory school leaving age, are currently out of work and living in Edinburgh, East Lothian or Midlothian, Edinburgh College's Employability Training could provide you with the skills and experience to take the next step forward on your future path. These employability fund courses are funded through SDS (Skills Development Scotland).

What is Employability Training?

Edinburgh College offers a range of practical courses which will provide you with a recognised qualification and the skills that employers are looking for. Through Employability Training, you can access:

- Real-Life Work Experience
- Industry Qualifications
- Industry Job Search

You'll start a 14-20 week course at Edinburgh College. There's a huge range of courses offering something for everyone, from pre-apprenticeships in carpentry to retail and care courses.



Know what you are looking for?

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How do I get a place?

- You need to have reached the statutory school leaving age and not be in education or training.
- Contact your careers advisor or JobCentre Plus to find out more information and to check your eligibility.
- Some courses may have entry requirements, this information is available within this booklet and on our website. If you meet the entry requirements you will be invited along for an interview and assessment so we can make sure it's the right course for you.
- Apply online.

What can I do next?

- Whether you want to get a job, start an apprenticeship, or progress into further education, Employability Training will help you on your journey.

Funding

An allowance, known as a Young Persons Allowance, will be provided on a weekly basis. Participants who are 18 years old or under who are not in education, employment or training and not in receipt of state benefits will receive £55 per week for the duration of their training in a particular stage of the employability fund.

How to Apply

Contact your Skills Development Scotland careers advisor or your job centre for support onto our employability programmes.

For more information on employability training please contact Edinburgh College on 0131 535 4629, email amanda.wiseman@edinburghcollege.ac.uk or visit www.edinburghcollege.ac.uk/employabilitytraining.

Skills for Care



Start Date: January 2015
Course runs for 16 weeks
Granton Campus & Milton Road Campus

What's the course about?

The Skills for Care course will provide you with the knowledge and skills to be able to work in the care sector. You will get hands on experience in a setting of your choice, including nursery, day care and care homes, to put your knowledge to use and gain valuable experience you can use to move on to a future career in the care sector.

How do I get a place?

No formal qualifications are required. You will be asked to attend an interview for a skills assessment.

What will I learn?

- Intermediate 1 Employment in the Care Sector
- Personal Development
- First Aid
- Communication
- Numeracy
- Work Experience

What can I do next?

On successful completion of the course you can progress onto a job in the care industry, to a higher level course or Modern Apprenticeship.

This is an employability funded course.

Pre Apprenticeship Course in Painting & Decorating



Start Date: January 2015
Course runs for 18 weeks
Granton Campus & Forthside (Granton)

What's the course about?

This course will give you an insight into the type of work covered day-to-day as a painting and decorating tradesman.

You'll cover the essential units of Planning, Preparation of Substrates, Basic Painting, Decorative Effects and Hanging Wallpaper. There's also the opportunity of practical work experience, allowing you to spend time with a decorating company to get a feel for the painting trade on live jobs.

How do I get a place?

You must have a minimum 2 passes at SCQF Level 4. Previous experience would be beneficial.

What will I learn?


- NPA in Painting & Decorating
- Planning & Preparation of Substrates
- Basic Painting
- Decorative Effects
- Hanging Wallpaper

What can I do next?

On successful completion of the course you can progress to a Modern Apprenticeship programme in Painting & Decorating. You'll receive a professional certificate to really improve your chances of getting a job and the College will also work with Construction Skills to help you find employment at the end of the course. After gaining employment, you'll be invited by the Construction Industry Training Board (CITB) to complete your pre-apprenticeship test; passing this will allow you to start your official apprenticeship, studying up to SVQ Level 3 in Painting and Decorating.

This is a course for college and employability fund students.

Pre Apprenticeship Course in Carpentry & Joinery



Start Date: January 2015
Course runs for 20 weeks
Granton Campus & Forthside (Granton)

What's the course about?

It's a hands-on, practical course that will introduce you to the proper use of tools and equipment in carpentry and joinery.

You'll learn the basic carpentry and joinery skills to put to practical use on work placements. This is designed to prepare you to gain an apprenticeship or other employment.

The course also includes some essential classroom-based tasks aimed at enhancing your chances of getting an employer to sponsor you for the first year of your apprenticeship.

How do I get a place?

No formal qualifications required. Previous work experience would be beneficial.

What will I learn?

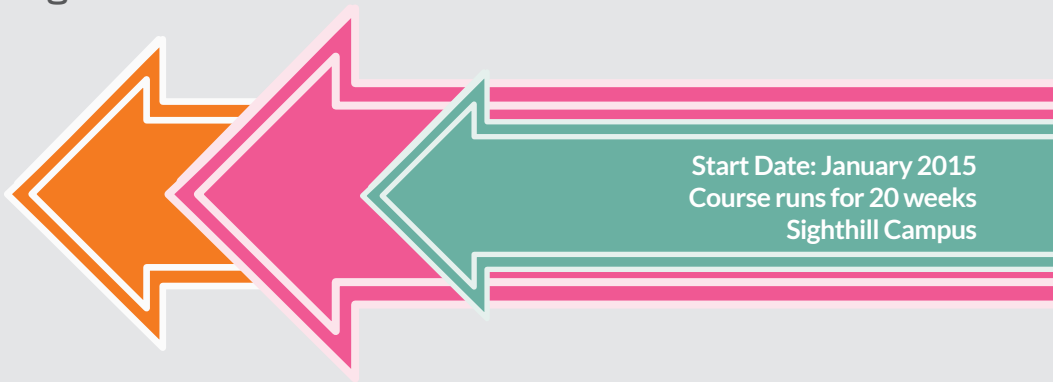
- NPA in Carpentry & Joinery
- Proper use of tools and equipment
- Jointing techniques
- Door construction
- Partitions and finishing's
- Basic construction drawing skills
- CV writing and interview skills

What can I do next?

On successful completion of the course you can progress to a Carpentry and Joinery Modern Apprenticeship programme or move onto a Professional Development Award Level 6 & SVQ Level 3 in Carpentry and Joinery first year.

This is a course for college and employability fund students.

Digital Media



Start Date: January 2015
Course runs for 20 weeks
Sighthill Campus

What's the course about?

This preparation course is a first step for people who are interested in Media and Social Software and need to build their skills and knowledge. The course is delivered by a team of lecturing staff and will give extra guidance and support if required. You will learn how to record video, audio, capture still images and download them digitally to a computer for editing. Great for a starting to get to grips with a new digital culture.

How do I get a place?

No formal qualifications are required. You will be asked to attend an interview for a skills assessment.

What will I learn?


- Digital Media Basics
- Digital Media: Audio Acquisition
- Digital Media: Video Acquisition
- Digital Media: Still Images Acquisition
- Digital Culture: Social Software
- Internet Safety
- Communications

What can I do next?

On successful completion of the course you can progress to further study on a year-long SCQF Level 5 course in Broadcast or Audio Visual.

This is a course for college and employability funded students.

Railway Engineering (Permanent Ways)



Start Date: January 2015
Course runs for 18 weeks
Granton Campus & Forthside (Granton)

What's the course about?

The course will give you an introduction to the railway industry and prepare you for a career in railway engineering. You will undertake practical training including Personal Track Safety, Track Induction Course and health and safety needed to work in the railway sector. Time will be split between classroom study and training in workshop or external training sites including Edinburgh College's training railway.

How do I get a place?

You need to be fit and healthy and you will undergo a fitness and drugs and alcohol test prior to being given a place on the programme. No formal qualifications are required but some construction/plant experience would be beneficial.

What will I learn?

- City & Guilds NVQ2 Railway Engineering (Permanent Ways)
- Critical Training in Personal Track Safety
- Track Induction Course
- Health & Safety

What can I do next?

On successful completion of the course you can progress to employment through a rail employment agent or seek work directly with an employer. Growth and development of the East West Rail link and the Borders Railway means that employment is set to remain steady in this area.

This is a course for college and employability fund students.

Automotive Starting Grid



Start Date: January 2015
Course runs for 18 weeks
Sighthill Campus

What's the course about?

Automotive Starting Grid will enable you to gain basic automotive units in light vehicle maintenance and repair. The course is combined with an organised work placement in a garage, which will give you the opportunity to showcase your skills to an employer and gain skills and experience to develop your career in automotive engineering.

How do I get a place?

You must have core skills, numeracy and communication and Intermediate 1 or Standard Grade Maths and English at Grade 4 or over. You will be invited for an interview which will include a mechanical comprehension and basic skills assessment for which no preparation is necessary.

What will I learn?

- National Qualification in Health & Safety
- Working Relationships in Automotive Engineering
- Inspection, repair & replacement of standard light vehicle tyres

What can I do next?

On successful completion of this course and a satisfactory work placement report, you can progress on to a Modern Apprenticeship programme in Vehicle Maintenance, Light or Heavy Vehicle Body Repair, Vehicle Parts, Paint or full-time employment.

This is an employability funded course.

Hospitality, Food Preparation & Cooking



Start Date: January 2015
Course runs for 18 weeks
Milton Road Campus

What's the course about?

The course will prepare you to become a trainee in the Hospitality industry. You will develop skills and knowledge while working in our training restaurants, giving you experience of how kitchens operate and what is expected when you leave College. You will learn basic food preparation and cooking skills in the College's training kitchens and college refectory. The course also covers REHIS Elementary Food Hygiene as well as essential employability skills making you ready for work in hospitality.

How do I get a place?

No formal qualifications required. You will be asked to attend an interview for a skills assessment.

What will I learn?

- SVQ 1 Hospitality: Food Preparation and Cooking
- Preparation for Employment: First Steps
- Building Own Employability Skills
- Responsibilities of Employment
- REHIS Elementary Food Hygiene

What can I do next?

On successful completion of the course you can progress onto the SVQ Level 2 course in Professional Cookery, enter full-time employment in the hospitality sector or apply for a Modern Apprenticeship programme.

This is a course for college and employability fund students.

Retail Assistant (NPA Enterprise & Employability)



Start Date: January 2015
Course runs for 18 weeks
Sighthill Campus

What's the course about?

During the course you will gain an insight into the retail industry through college study and hands on work experience. You will explore the variety of job opportunities in retail and increase your confidence so you are ready for future work.

The course explores customer care, employability and essential retail skills so you can get the most out of your work experience.

How do I get a place?

No formal qualifications are required. You will be asked to attend an interview for a skills assessment.

What will I learn?

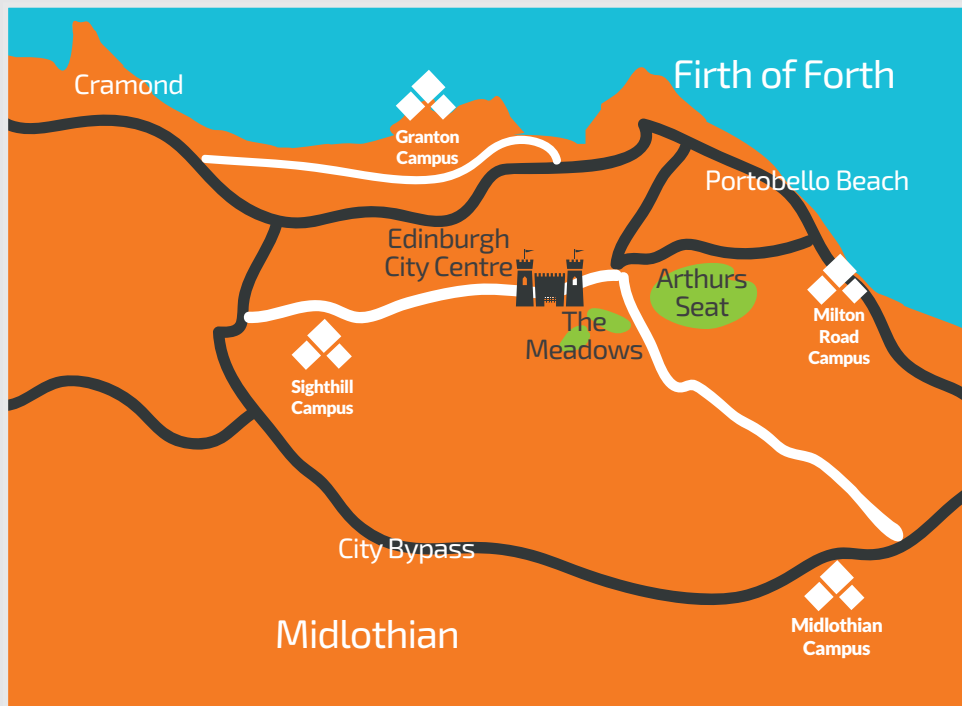
National Progression Award in Enterprise and Employability containing the following units:

- Skills for Customer Care
- Working for Yourself
- Personal Development: Self and Work
- Enterprise Activity
- Work Experience
- Steps to Work Award

What can I do next?

On successful completion of this course and a satisfactory work placement report, you can progress on to further training or full-time retail employment. Previous students have accepted positions at stores including New Look, Marks and Spencer and Tiso.

This is an employability funded course.



t: 0131 535 4800

w: edinburghcollege.ac.uk/employabilitytraining

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