



**network
personnel**
Together Towards **Employment**

Training Prospectus

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BEGINNERS COMPUTER SKILLS

Course Duration 5 x 3 hour sessions

Aim: This qualification will provide you with an introduction to the computer helping you understand how to perform basic IT tasks. It will also look at identifying career options and how to apply for job opportunities.

- Exploring Employment Opportunities (3 credits)
- Developing Computer Skills – **for those with no knowledge or experience of using a computer** (3 credits)

Qualification - Level 1 Award in Vocational Skills (Route 1 – Basic IT and Job Search)

COMPUTER SKILLS

Course Duration: 8 – 10 x 3 hour sessions

Entry Requirements: Prospective candidates must already have IT knowledge prior to embarking on course. **If not, then look at completing the Vocational Skills Basic I.T Route**

Qualification Aim

This qualification aims to equip individuals with the IT user skills needed for full participation in employment and society.

Course Summary:

This is an excellent introduction to the world of technology. The units cover getting started on a computer, email and the internet, with a particular focus on how they are used safely and productively.

The course has a fixed combination of units, focusing on improving a learner's understanding of computers by covering the fundamentals of IT (from start up to productive use), security (keeping computer and personal data safe and secure) and using email and the internet.



Qualification:

Level 1 Award in IT User Skills

COMPUTERISED ACCOUNTS

Duration: 8 weeks (usually 2 sessions a week lasting 3 hours each)

Course details: This course is designed to provide learners with knowledge on using a computerised bookkeeping system at level 1.

Entry Requirements: Ideally learners should have a qualification in IT or be in some way computer literate.

Course overview:

This course takes learners through 2 units where they learn to enter customer, supplier and nominal details, enter purchase and sales invoice and credits, process customer and supplier payments, carry out bank reconciliations enter petty cash payments and print out important reports. Assessment method will be controlled assessment exam.



Qualification

Level 1 Computerised Bookkeeping with Sage 50 Accounts

SOCIAL MEDIA IN BUSINESS

Duration: approx. 3 x 4 hour sessions

Entry Requirements: There are no formal entry requirements for this course.

This course is designed to give learners the opportunity to explore how social media can be used to make use of networks in order to engage with individuals/groups/customers. It will provide learners with the confidence and knowledge to use a variety of social medial sites, with a specific focus on 'self-employment'



Qualification

Level 1 Award in Social Media

BASIC FOOD SAFETY

Duration: 3 hours

This course will provide learners with the knowledge, understanding and the skills required to operate in a catering, manufacturing or retail setting where food is prepared, cooked and handled. It is specifically for those employed or wishing to be employed a role where they are handling food.



BASIC FIRST AID

Course Duration: 3 hours

Course details: This Course will allow you to apply basic first aid techniques to a variety of situations from conscious to unconscious casualties as well as dealing with breathing and non-breathing casualties.



MANUAL HANDLING

Duration: 3 hours

Aim: This qualification introduces candidates to the hazards and risks involved in manual handling and outlines what to expect from a manual handling assessment. It will enable you to develop safer manual handling techniques in the workplace.



INTRODUCTION TO CONSTRUCTION SKILLS

Venue: Network Shed

An introduction to the skills and knowledge required for kerbing, fencing or basic woodworking.



Qualification:

Level 1 Award in Progression to Employment

CSR

Duration: 1 full day 8.30 – 5.30pm

The Construction Skills Register (CSR) is a register of construction workers who have completed the industry approved CSR health and safety training course and assessment.

CSR aims to raise health and safety standards and reduce accidents in the industry by ensuring that all construction workers undertake health and safety training every 4 years.

Applicants receive a photographic ID card which provides proof of health and safety training and skills and qualifications.



COUNTERBALANCE FORKLIFT LICENCE



Duration: 3 full days - 9am – 4pm

Location: Cookstown

Lift truck controls and instruments
Starting/moving/stopping and steering the truck
Operation of hydraulic controls
On/off ramp driving
Vehicle loading and unloading
Stacking and destacking
Lift truck stability
The operators' safety code

RETAIL

Course duration

8 x 3 hour sessions or 4 X 6 hr sessions

- Understanding the business of retail
- Customer Service Skills
- The retail selling process
- Health, safety and security in a retail environment



Qualification

Level 1 Award in Retail Knowledge

HEALTH AND SOCIAL CARE

Duration: 6 weeks (11 Sessions) 5.5 hours x 2 weekly sessions (9.45am-3.45pm)

Entry requirements: No formal qualifications necessary however **clients need to be aged 18 and over.**

This course is designed for those who want to work in a health care assistant's role.

Course Content:

- Understand the role of the health care assistant
- Be able to work safely in a health care environment
- Be able to work in a person centred way
- Be able to support good hydration and nutrition
- Be aware of learning difficulties, mental health and dementia
- Be able to communicate effectively



Qualification

Level 1 Award in Fundamentals of Health Care

CHILDCARE

Duration: 8 x 4 hour sessions (2 sessions a week) (13 credits)

Entry Requirements: There are no formal entry requirements for this course.

This is designed to provide you with an introduction to working with children and will assist learners to advance towards more professional and technical qualifications in this area.

Course Content:

- Understand childhood behaviour problems
- Understand the importance of play in child development
- Understand the nature of children's social and emotional development
- Understand children's physical development up to 11
- Understand the nutritional needs of children



Qualification

Level 1 Certificate in Foundations Skills in Working with Children - Understand How to Care for a Child

JOB SEARCH SKILLS

Course Duration: 3 – 4 x 3 hour sessions

Course summary: This qualification will provide learners with the skills that are most important to employers in the workplace.

Aims:

- develop skills and competences in employment skills
- achieve a nationally recognised qualification
- progress to employment

Learners can choose one of two routes:

Route 1 - Applying for Work

- Application forms – how to complete effectively
- CV – how to compose an effective CV
- Cover letter – how to compose a covering letter



Route 2 – Interview Skills & Personal Presentation

- Interview Skills
- Personal Presentation at Work

Qualification - Level 1 Award in Progression to Employment

INTRODUCTION TO CONFIDENCE BUILDING

Duration: 4 x 3 hour sessions

This course will help you to look at how you improve your confidence and self-esteem combined with ways you can reduce stress to improve your life.

Course Content

- Personal Confidence and Self Awareness (3 credits)
- Assertive Living (3 credits)

Qualification - Level 1 Award in Skills for Employment, Training and Personal Development

WELLBEING

Duration: 6 x 3 hour sessions or 3 X 6 hr sessions

This course will help you to feel more confident in your daily life. It will help you to understand more clearly how you think and feel. You will learn ways to make some simple changes to improve your life.

Course Content

- Understanding Beliefs and Values - understanding how the things we think and feel can help us or hold us back. How our beliefs and values can influence others.
- Improving Confidence, Self Esteem and Personal Motivation - what is confidence and self-esteem and how motivation affects our everyday lives and how we can improve it.
- Understanding A Healthy Lifestyle-the importance of a balanced diet and how it contributes to a healthy lifestyle
- Exploring Feelings and Emotions- Understanding what is meant by feelings and emotions and how to manage these.
- Understanding The Decision Making Process – understanding the decision making process and what we need to consider when making a decision.

Qualification

- **Level I Award in Personal Success and Well being**

HEALTHY LIVING

Duration: 4 x 3 hour sessions

The Level 1 Award in Healthy Living will provide you with the opportunity to develop a healthy lifestyle.

Course content:

- Understand the importance of maintaining a healthy diet
- Recognise different food groups and how they contribute to a healthy, balanced diet
- Understand why a balanced diet is required to maximise performance

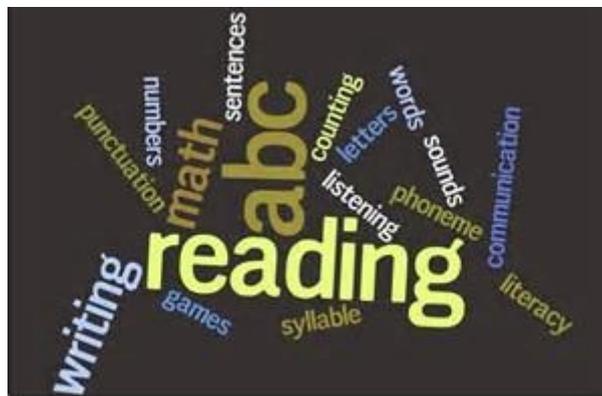


Qualification

Level 1 Award in Healthy Living

ESSENTIAL SKILLS

If you require essential skills Literacy or Numeracy, we will help you to source a class in your local area.



Additional Services

COMPLIMENTARY THERAPIES

Reiki Healing One to one – One treatment aimed at working through the meridian points or chakras utilizing ancient Chinese techniques of healing energy. Reiki is best described as a method to release blocks while enabling the body to naturally start to heal itself.

Meditation Either one-one or group sessions can be facilitated. Meditation takes a little while to practice fully as it is often very difficult to control the thought processes Clients looking at exploring meditation can do so for a number of reasons for sleep aid, relaxation or to help with over thinking.

Energy Movement Class Based on Tai-Chi, Qi-Gong and simple Yoga movements this class is all about mind, body and soul connecting. It's also about relaxing, breathing and gentle physical exercises. All movements are carried out in a standing position and have levels of easy within them.

Above sessions can last between 30 – 60 minutes

Mindful Crafting While described as mindful crafting this class can be done just for fun or to assist in getting thoughts onto paper. We can utilise various mediums to assist in the craft such as: jewelry making (friendship bracelets and simple upcycling

Introduction to Aromatherapy Aromatherapy is best described as the utilisation of herbs and essential oils extracted from plants to aid wellbeing and restore mind and body.



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