

# Preparing for work & personal development



## Employability Skills

Are you looking to get a job? Do you need help to prepare a CV or develop your interview skills and techniques? Would you like handy hints and advice about how to prepare yourself for your dream job? Then sign up to one of our employability skills programmes which

includes; CV Workshop, Take 3 Days (for parents) and Boost Your Interview Skills.

## Preparing to Work

We also offer tailored programmes to help you prepare for jobs in a range of different vocational areas including; Administration, Care and Catering.

## CV Workshop (By appointment only - Contact venue to book)

Level	Start date	End date	Day	Time	Venue
All Levels	17/1/18	28/3/18	Wed	9.30am-12.30pm	First Steps

## Employment Support

Level	Start date	End date	Day	Time	Venue
All Levels	15/1/18	26/3/18	Mon	9.30am-12.30pm	First Steps
All Levels	17/1/18	28/3/18	Wed	1.30-4.30pm	First Steps



ISLINGTON

# Preparing for Work & Personal Development

## Information, Advice & Guidance (IAG)

(By appointment only - Contact venue to book)

Level	Start date	End date	Day	Time	Venue
All Levels	15/1/18	26/3/18	Mon	1.30-4.30pm	3Corners
All Levels	11/1/18	22/3/18	Thu	10am-1pm	Arsenal

## Basic Food Hygiene L1 (Accredited)

Level	Start date	End date	Day	Time	Venue
L1	19/1/18	9/2/18	Fri	9.30am - 12.30pm	First Steps
L1	1/3/18	22/3/18	Thu	1.-3.30pm	Barnsbury JCP

## Boost Your Interview Skills

Level	Start date	End date	Day	Time	Venue
L1	1/2/18	8/3/18	Thu	10am-1pm	Arachne

## Boost Your Interview Skills (Accredited)

Level	Start date	End date	Day	Time	Venue
L1	2/3/18	23/3/18	Fri	9.30am-12.30pm	First Steps
L1	19/1/18	9/2/18	Thu	1-3.30pm	Barnsbury JCP

## Developing Customer Service Skills - (Accredited)

Level	Start date	End date	Day	Time	Venue
L1	18/1/18	15/3/18	Thu	1-4pm	First Steps

## Employability Skills: Introduction to Sign Language

Level	Start date	End date	Day	Time	Venue
E3	22/1/18	19/3/18	Mon	6-8.30pm	Arachne

## Employability Skills: Making Your Own Jewellery

Level	Start date	End date	Day	Time	Venue
E3	30/1/18	27/3/18	Tue	10am-12.30pm	Arachne

# Preparing for Work & Personal Development

## Food Safety Awareness L2 - (Accredited) (ESA, JSA, Universal Credit claimants only)

Level	Start date	End date	Day	Time	Venue
L2	24/1/18	24/1/18	Wed	10am - 5pm	WBS
L2	28/2/18	28/2/18	Wed	10am - 5pm	WBS
L2	21/3/18	21/3/18	Wed	10am - 5pm	WBS

## Healthy Hearts

Level	Start date	End date	Day	Time	Venue
All levels	27/02/18	27/02/18	Tue	10am-1pm	WBS
All levels	8/03/18	8/03/18	Thu	10am-1pm	WBS

## Introduction to Early Years & Childcare L1 (Accredited)

Level	Start date	End date	Day	Time	Venue
L1	22/1/18	26/3/18	Mon	10am-1pm	ICSC

## Introduction to Working in Admin (Accredited)

Level	Start date	End date	Day	Time	Venue
L1	23/1/18	27/3/18	Tue	9.30am-12.30pm	North Library

## Introduction to Working in Care (Accredited)

Level	Start date	End date	Day	Time	Venue
L1	18/1/18	29/3/18	Thu	9.30am-12 noon	Barnsbury JCP

## Introduction to Working in Hospitality & Catering (Accredited)

Level	Start date	End date	Day	Time	Venue
L1	17/1/18	28/3/18	Wed	9.30am-12.30pm	First Steps

## L1 Award in Working with Children (Accredited)

Assessment for this course will take place on Thursday 7 December 2017, 1pm at the Arsenal Hub (see back of brochure for address details)

Level	Start date	End date	Day	Time	Venue
L1	11/1/18	29/3/18	Thu	9.30am-12.30pm	North Library

# Preparing for Work & Personal Development

## New Year, New You: Set Your Goals!!

Level	Start date	End date	Day	Time	Venue
All levels	TBC	TBC	TBC	9.30am-12.30pm	TBC

Visit [www.adultlearning.islington.gov.uk](http://www.adultlearning.islington.gov.uk) for updated information.

## Walking for Fitness

Level	Start date	End date	Day	Time	Venue
All levels	2/2/18	9/3/18	Fri	10am-1pm	Arachne

## WorkSkills Programme 2 (Accredited)

Level	Start date	End date	Day	Time	Venue
E3	9/03/18	15/6/18	Fri	9.30am-12.30pm	Arsenal

Please see back of brochure for venue addresses.

Courses are continually added and updated, please visit [www.adultlearning.islington.gov.uk](http://www.adultlearning.islington.gov.uk) for the latest information.

“I feel very happy and comfortable because now I can do an interview. It was really interesting. Before I didn't know what to say. Now I know everything”

### **Boost Your Interview Skills**

“I have learnt a lot about customer service in the hospitality and catering environment and I look forward to use the skills I have learnt”

### **Introduction to Working in Hospitality and Catering**

Courses and services are for Islington residents or those with children at an Islington school. You must be 19+ and on a low wage or receiving benefits to be eligible for our free courses. **Please bring proof of identity and proof of receipts of benefit with you on the day.**

# Learning Venues

<b>3Corners Learning Centre</b>	Northampton Road, EC1R 0HU	<b>Tel:</b> 020 7527 5083
<b>Arachne</b>	534A Windsor Road, N7 6JP	<b>Tel:</b> 020 7263 6261
<b>Arsenal Learning Centre</b>	The Arsenal Hub, 56 Benwell Road, N7 7BA	<b>Tel:</b> 020 7704 4500
<b>Barnsbury JCP</b>	1 Barnsbury Road, N1 0EX	
<b>First Steps Learning Centre</b>	Central Library, 2 Fieldway Crescent, (Holloway Road entrance) N5 1PF	<b>Tel:</b> 020 7527 7002
<b>Islington Computer Skills Centre</b>	Finsbury Library, 245 St John Street, EC1V 4NB	<b>Tel:</b> 020 7527 7002
<b>North Library</b>	Manor Gardens, N7 6JX	<b>Tel:</b> 020 7527 7002
<b>Wellbeing Service</b>	Manor Gardens, N7 6LA	<b>Tel:</b> 020 7561 5281