

## Preparing for Work

### Course Overview

Through a series of joint and individual work placement opportunities, this course helps adults with learning disabilities gain and develop the skills they need to improve employment outcomes and focus on the key qualities sought by employers. Through these placements, you will develop the associated skills necessary to succeed as well as building your confidence and experiencing what working life is like. The course also supports students to continue to enhance their maths and English skills at an appropriate Entry level to level 1.

### What you will learn

You will study accredited courses in adult entry level maths and English at an appropriate level. Part of your programme will be college based, and part will be in a supervised working environment. You will be supported by a trainer assessor who offers transport training, skills matching, and task support. We'll help you to complete a straightforward job application form and write a covering letter. You will also learn about the type of information usually requested in job application forms, presenting information appropriately, and basic guidelines for completing forms. You will also practice interview techniques and learn about the key qualities that employers are looking for.

### Entry Requirements

There are no formal entry requirements, we ask that applicants have achieved a 90% attendance in their previous setting. You will need to complete an application form, submit satisfactory references and come for an interview where you will meet a member of our team this offers you the opportunity to talk about your future aspirations and any support needs you require. We will need to see your learning disability assessment or your Education Health and Care plan (EHCP).

### How you will be assessed

A Functional skills qualification in maths and English at the appropriate level will be delivered and assessed. Regular attendance on all your college days is a necessity, we are looking for a minimum of 90%.

### Course Progression

At the end of the Preparing for Work course, you will be invited to a review where your progress and aspirations are discussed. Subject to satisfactory attendance and progress you will have the opportunity to apply to the following year course. At the end of the course, it is expected that you could progress to work or advance to either Leicester Works programme where you will be working with external employers and agencies to develop work readiness skills. Throughout your time on the course, you will have regular opportunities to meet with your key worker to discuss additional support and development needs.

### What Happens Next

Apply online via the College website. You will be contacted to attend an interview, then you will be sent a conditional offer according to the entry requirements for the course. You will then be invited to enrol upon your chosen course of study. You will also be able to meet your tutors, learn more about your chosen course of study and tour the facilities. You will then need to confirm your acceptance of the course offered to you. For enrol and pay courses: Once you have decided to take the course, you need to fill in a short learner details form online and pay the course fee. Once you have done this, you will receive an electronic confirmation of enrolment and payment.

### Course Details

Course Code	P00146
Start Date	09/09/2024
Study Hours	Full Time
Duration	1 year
Campus	Abbey Park Campus
Level	Other

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