

# Adult Courses at Lambeth College



## Thinking about retraining or upskilling?

**These short courses have been designed to suit adults who are in receipt of benefits.**

**All courses have English and Maths Functional Skills attached.**

See overleaf for full course listing.

**Contact the Gateway Team:**

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Course Description	Weeks
<p><b>Business Administration - Level 1 Award</b></p> <p>Learn the basic business administration principles that helps with the development of your employability skills. Some of the modules will include: Creating Business Documents, Supporting Business Meetings, Managing Your Health at Work, Recording Business Transactions and Communicating Electronically.</p>	6
<p><b>Construction Skills - Level 1 Award</b></p> <p>Make the first step towards breaking into the construction industry. This course will equip you with the initial skills and knowledge needed to enter the construction sector while meeting the requirements of the industry.</p>	10
<p><b>Digital Skills - Level 1 Award</b></p> <p>Develop your digital literacy skills and progress into roles where these skills are the heart of what you do. This qualification is practical and engaging and it focuses on using your digital skills, to create and share content, solve problems, improve personal efficiency while staying safe doing so.</p>	6
<p><b>Employability - Level 1 Certificate</b></p> <p>Seek gainful employment, progress in your chosen field and live a more independent life. The course has been designed by experts from different sectors, training providers, employment and recruitment professionals, to ensure the content matches what is valued in today's employment market.</p>	4
<p><b>English for Speakers of Other Languages (ESOL)</b></p> <p>Improve your vocational English and Language skills by studying on this ESOL course. You will improve your knowledge and skills in reading, writing, speaking, grammar and vocabulary, and listening, which will help you to go on to further studies, or to find work. There are different levels of study, and you will have an initial assessment to make sure you start learning at the level that's right for you.</p>	12
<p><b>Literacy - Level 1 Award</b></p> <p>This qualification will prepare you for work, study and life. You'll be able to demonstrate the ability at an appropriate level to read, write, speak, listen and communicate in English and you'll have the ability to apply these skills effectively to a range of purposes in the workplace and in other real life situations.</p>	5
<p><b>Numeracy - Level 1 Award</b></p> <p>Boost your understanding of basic maths and develop the skills to operate confidently, effectively and independently in education, work and everyday life.</p>	6
<p><b>Skills for Professions in Health &amp; Social Care - Level 1 Award</b></p> <p>Become equipped with the skills and knowledge to progress to further study related to health and social care.</p>	10
<p><b>Understanding Safeguarding in Education and Childcare Setting</b></p> <p>This qualification will give you the knowledge and understanding of your legal responsibility to safeguard and protect the welfare of children and learners. You will gain deeper insight about the roles and responsibilities that education and childcare practitioners have in safeguarding children and learners. This qualification is designed for any member of staff, parent, governor, volunteer or visitor that works with, or has access to, children and learners.</p>	6