



**JobSmart
Peterborough**

Course Guide



01733 863068 | www.peterborough.ac.uk

WE ARE INSPIRE EDUCATION GROUP

Our mission is to transform lives through inspirational and innovative learning.

Inspire Education Group (IEG) is a successful provider of further and higher education combining Peterborough College, Stamford College and University Centre Peterborough.

At JobSmart, the training we offer is designed to assist jobseekers into work by providing a large variety of options to support the job search process.

Peterborough College works with over 500 local employers, as well as recruitment agencies and JobCentre Plus to identify new job opportunities in the area and to provide training and support to give you the best chance of being successful. The College's JobSmart employment service can help make sure you have the tools to get the job done.



**Peterborough
College**



**Stamford
College**



**University Centre
Peterborough**

CONTENTS

English and Maths Functional Skills	4
ESOL Speaking and Listening	4
ESOL Skills for Life (Speaking and Listening) Award	5
ESOL Skills for Life (Writing and / or Reading) Award	5
Pitstop Employability	6
Smart Start: Getting Into Security	7
Security (SIA) Course	8
HABC Award for Door Supervisors in the Private Security Industry	9
HABC Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry	10
HABC Award for Security Officers in the Private Security Industry	11
HABC Award in Emergency First Aid at Work	11
ICT For Beginners	12
ICT Higher Level	12
Essential Digital Skills	13
HGV Training	14
Taxi Competency	15
ASCENTIS Award in Food Safety in Catering	16
CSCS Card Course	17
Time To Shine	18
Confidence Plus	18

English and Maths Functional Skills Entry Level 2 to Level 2

These courses are to enable students to achieve a Functional Skills qualification at an appropriate level.

Entry Requirements

You will be required to undertake an English or maths assessment to establish level of study required.

Start Date

Sept to June. Please enquire for late starts.

Fee

This course is free for everyone.

Assessment

You will be assessed via paper-based tests.

FEE
£0

DURATION
32 WEEKS

LOCATION
JOBSMART

ESOL Speaking and Listening Pre-Entry Level

This is a short course aimed at getting second language speakers involved in classes to improve their spoken English. There is no qualification attached to this course. The teaching will be informal and is designed to encourage conversation in English among the participants. Students will be assessed on this course with a view to them being offered a place on longer / other JobSmart ESOL courses.

Entry Requirements

There are no entry requirements for this course.

Start Date

Multiple start dates throughout the year, please enquire.

Fee

This course is free for everyone.

Assessment

No formal test. An attendance certificate will be issued.

FEE
£0

DURATION
12 WEEKS

LOCATION
JOBSMART

ESOL Skills for Life (Speaking and Listening) Award Entry Level

This course leads to a recognised ESOL qualification awarded by Edexcel at either Entry Level 1, 2 or 3.

Entry Requirements

You will need to complete an ESOL assessment to establish level. A little spoken English is required.

Start Date

September to January. Please enquire for late starts.

Fee

This course is free for everyone.

Assessment

You will need to complete an oral test that will be video recorded.

FEE
£0

DURATION
16 WEEKS

LOCATION
JOBSMART

ESOL Skills for Life (Writing and / or Reading) Award Entry Level

This course leads to a recognised ESOL qualification awarded by Edexcel at either Entry Level 1, 2 or 3.

Entry Requirements

You will need to complete an ESOL assessment to establish level. A little spoken English is required.

Start Date

February to July.

Fee

This course is free for everyone.

Assessment

Assessment is via a paper-based test.

FEE
£0

DURATION
16 WEEKS

LOCATION
JOBSMART

For more information and to apply, please contact JobSmart on 01733 863068



Pitstop Employability

This course is for unemployed people to help plan their journey back to employment. Book a session with JobSmart staff to help with CV creation or amendments, and advice on interview preparation, as needed.

Entry Requirements

There are no entry requirements for this course.

Start Date

Appointments are available on a Tuesday. Please enquire.

Fee

Free for those who are currently unemployed. Those who are employed but earn under £25,000 may be eligible for fee remission. Please contact us for more information.

FEE
FROM £0

DURATION
1 HOUR

LOCATION
ONE-TO-ONE
SESSIONS AT
JOBSMART



For more information and to apply, please contact JobSmart on 01733 863068

Smart Start: Getting Into Security

This programme is designed for those who have previous criminal convictions that will stop them at this present time from going into security, but who want to pursue a career in the security sector. The course will give them the qualifications and skills to work as stewards until they are able to get their professional security qualifications (such as the Door Supervisor Award or the CCTV Award).

A risk assessment will be carried out to check if the person would be suitable to attend at the centre - contact with probation services will be made, as needed. Qualifications gained will include HABC Award in Conflict Management Level 2, NCFE Award in Understanding Stewarding at Spectator Events, NCFE Certificate in Equality and Diversity Level 2 and HABC Emergency First Aid at Work Level 3. A guaranteed interview with a stewarding company is included.

FEE
FROM £0

DURATION
2 WEEKS

LOCATION
JOBSMART

Entry Requirements

All those interested must attend a selection day, have an English assessment at Entry Level 3 or above and NOT be able to pass a DBS check.

Start Date

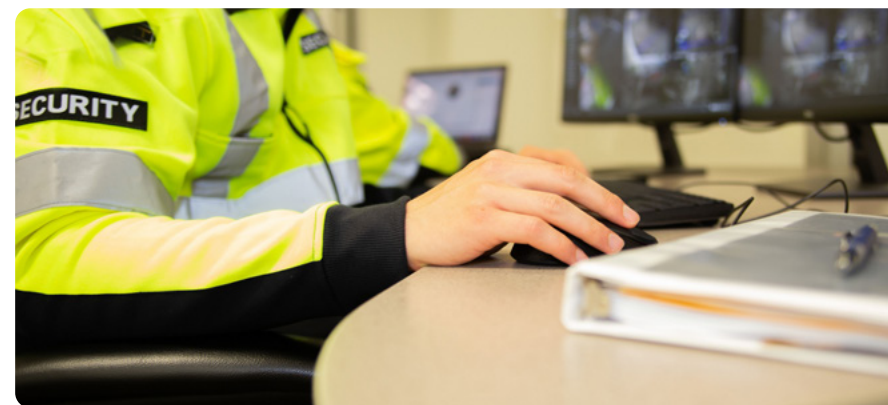
Monthly. Please enquire for next start date.

Fee

Free for those who are currently unemployed. Those who are employed but earn under £25,000 may be eligible for fee remission. Please contact us for more information.

Assessment

You will be required to complete a paper-based multiple choice test, completion of workbooks and a practical first aid test.



For more information and to apply, please contact JobSmart on 01733 863068

Security (SIA) Course Level 2

This programme is designed for the unemployed to prepare them for work in the security industry. No previous experience is required as full training will be given. Qualifications gained will include NCFE Award in Understanding Stewarding at Spectator Events, HABC Emergency First Aid at Work, HABC Award in Working as a Door Supervisor, Award in Working as a Security Officer and Award in Working as a CCTV Operator. Employers visit throughout the course and students will have a guaranteed interview with each company. An SIA account will be set up for each candidate and help given to apply for the Door Supervisor licence, with the £184 fee for this being paid in full.

Entry Requirements

All those interested must attend a selection day, complete an English assessment at Entry Level 3 or above, provide appropriate ID (photo and non-photo) and undertake a DBS check with no issues raised.

Start Date

Monthly. Please enquire for next start date.

Fee

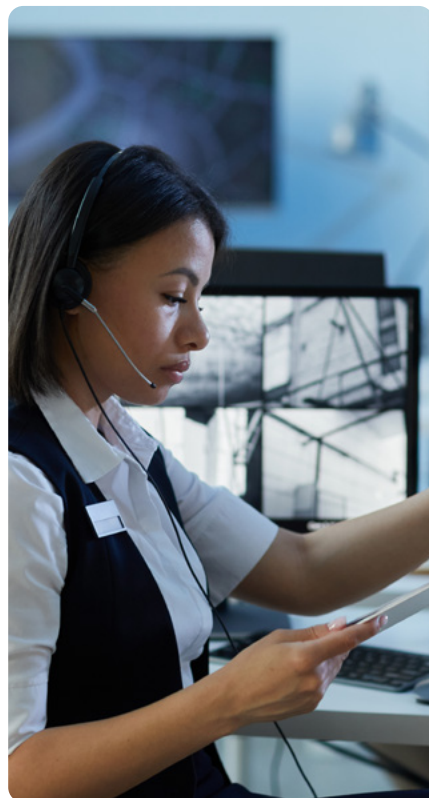
Free for those who are currently unemployed. Those who are employed but earn under £25,000 may be eligible for fee remission. Please contact us for more information.

Assessment

You will be required to complete paper-based and online multiple-choice tests, video evidence and portfolios.

Additional Information

Completion of a distance learning workbook (about 8 hours of learning) is required before the start of the taught course.



FEE
FROM £0

DURATION
4 WEEKS

LOCATION
JOBSMART

For more information and to apply, please contact JobSmart on 01733 863068

HABC Award for Door Supervisors in the Private Security Industry Level 2

This course is for those who wish to get their Door Supervisor licence to work in the security industry. Anyone taking this course MUST have passed an Emergency First Aid at Work Level 3 qualification or equivalent before starting.

Entry Requirements

You will require an English assessment at Entry Level 3 or above, appropriate ID (photo and non-photo) and a DBS check with no issues raised. There is a Physical Intervention module so some people with health conditions may be signposted to the Security Officer qualification instead.

Start Date

Monthly. Please enquire for next start date.

Fee

£300, or free for those who are unemployed. Those who are employed but earn under £25,000 may be eligible for fee remission. Please contact us for more information.

Assessment

You will be required to complete paper-based multiple-choice tests, video evidence and Physical Intervention practical assessments.

Additional Information

Completion of a distance learning workbook (about 8 hours of learning) is required before the start of the taught course.



FEE
£300 / £0 FOR
UNEMPLOYED

DURATION
6 CONSECUTIVE
DAYS

LOCATION
JOBSMART

For more information and to apply, please contact JobSmart on 01733 863068

HABC Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry Level 2

This course is for those who wish to get their CCTV licence to work in the security industry.

Entry Requirements

You will require an English assessment at Entry Level 3 or above, appropriate ID (photo and non-photo) and a DBS check with no issues raised.

Start Date

Monthly. Please enquire for next start date.

Fee

£150, or free for those who are unemployed. Those who are employed but earn under £25,000 may be eligible for fee remission. Please contact us for more information.

Assessment

You will be assessed via paper-based multiple-choice tests, and a practical assessment of CCTV camera usage.

Additional Information

Completion of a distance learning workbook (about 8 hours of learning) is required before the start of the taught course.



FEE
£150 / £0 FOR
UNEMPLOYED

DURATION
5 NON-
CONSECUTIVE
DAYS

LOCATION
JOBSMART

HABC Award for Security Officers in the Private Security Industry Level 2

This course is for those who wish to get their Security Guarding licence to work in the security industry.

Entry Requirements

You will require an English assessment at Entry Level 3 or above, appropriate ID (photo and non-photo) and a DBS check with no issues raised.

Start Date

Monthly. Please enquire for next start date.

Fee

£150, or free for those who are unemployed. Those who are employed but earn under £25,000 may be eligible for fee remission. Please contact us for more information.

Assessment

You will be assessed via paper-based multiple-choice tests and through video evidence.

Additional Information

Completion of a distance learning workbook (about 8 hours of learning) is required before the start of the taught course.

FEE
£150 / £0 FOR
UNEMPLOYED

DURATION
4 NON-
CONSECUTIVE
DAYS

LOCATION
JOBSMART

HABC Award in Emergency First Aid at Work Level 3

This course is for people who wish to become Emergency First Aiders in the workplace.

Entry Requirements

You will require an English assessment at Entry Level 3 or above.

Start Date

Monthly. Please enquire for next start date.

Fee

£35, or free for those who are unemployed. Those who are employed but earn under £25,000 may be eligible for fee remission. Please contact us for more information.

Assessment

You will be required to complete practical and paper-based assessments.



FEE
£35 / £0 FOR
UNEMPLOYED

DURATION
1 DAY

LOCATION
JOBSMART

For more information and to apply, please contact JobSmart on 01733 863068

ICT For Beginners Entry Level

This course is aimed at people who would like to learn basic ICT skills to support them to use technology independently.

FEE
FROM £0

DURATION
16 WEEKS

LOCATION
JOBSMART

Entry Requirements

You must have limited or no computer skills and a reasonable level of spoken and written English.

Start Date

September and February.

Fee

Free for those who are currently unemployed. Those who are employed but earn under £25,000 may be eligible for fee remission. Please contact us for more information.

Assessment

Assessment is via portfolio-based learning and assessment.

ICT Higher Level Level 1

This course is aimed at people who can use Word and Excel to a good level and would like to learn additional skills in these applications.

FEE
FROM £0

DURATION
16 WEEKS

LOCATION
JOBSMART

Entry Requirements

You must be able to use Word and Excel and have a good level of spoken and written English.

Start Date

September and February.

Fee

Free for those who are currently unemployed. Those who are employed but earn under £25,000 may be eligible for fee remission. Please contact us for more information.

Assessment

Assessment is via portfolio-based learning and assessment.



For more information and to apply, please contact JobSmart on 01733 863068

Essential Digital Skills Entry Level 3 and Level 1

This course is intended to support adults who want to join the digital world by learning digital skills for life, their work or for use in further study.

FEE
£0

DURATION
10 WEEKS

LOCATION
JOBSMART

Entry Requirements

You must be able to use Word and Excel and have a good level of spoken and written English. You will be required to do an assessment before starting the course to assess your digital level.

Start Date

September, January and April.

Fee

This course is free for everyone.

Assessment

You will complete a test at the end of the course.

Duration

3 hours a week for 10 weeks.



For more information and to apply, please contact JobSmart on 01733 863068

HGV Training

This programme gives the training needed to be able to obtain a licence to drive HGV (category C and / or C+E). ALL costs are covered. Successful candidates will need to complete D2 and D4 forms from DVLA to apply for the relevant driver categories and pass a medical before starting the online training for the theory elements. Practical training only starts when all theory tests have been passed. Driving training is intensive and usually completed over one week. Help is given with CVs and finding work.

FEE
£0

DURATION
4 MONTHS

LOCATION
ONLINE &
PRACTICAL
TRAINING

Entry Requirements

All those interested must attend a selection day and have over 2 years of driving experience, residency in the Peterborough area, an English assessment of Entry Level 3 or above, and a successful short interview. Applicants can be employed OR unemployed.

Start Date

Multiple start dates throughout the year. Please enquire.

Fee

This course is free for everyone.

Assessment

You will be required to complete online theory tests 1A, 1B and 2, and practical assessments in a HGV.



For more information and to apply, please contact JobSmart on 01733 863068

Taxi Competency

This course has been specifically designed, in conjunction with Peterborough City Council, for those individuals who are looking to become private hire drivers in the Peterborough area. The course covers basic literacy and numeracy, receipt writing, equality and diversity training and basic safeguarding specific to private hire drivers. This course is mandatory for any prospective private hire drivers in Peterborough.

FEE
£140 FULL DAY
£80 HALF DAY

DURATION
1 DAY

LOCATION
JOBSMART

Entry Requirements

You will require a reasonable level of spoken and written English.

Fee

£140 for a full day or £80 for a half day resit.

Start Date

Multiple start dates throughout the year. Please enquire.

Assessment

You will complete written and spoken exams.



For more information and to apply, please contact JobSmart on 01733 863068

ASCENTIS Award in Food Safety in Catering Level 2

This course is for anyone wishing to work in the hospitality industry. It is the minimum requirement for food preparation and serving in any café / restaurant.

Entry Requirements

You will require an English assessment at Entry Level 3 or above.

Start Date

Multiple start dates throughout the year. Please enquire.

Fee

Free for those who are currently unemployed. Those who are employed but earn under £25,000 may be eligible for fee remission. Please contact us for more information.

Assessment

You will need to complete an online test at JobSmart.

FEE
FROM £0

DURATION
1 DAY

LOCATION
JOBSMART
AND ONLINE



For more information and to apply, please contact JobSmart on 01733 863068

CSCS Card Course

This course gives the training needed to be able to obtain the Green Labourers' Card for access to work on construction sites, including the IOSH Safety, Health and Environment for Construction Level 1 qualification. The card is valid for 5 years and is fully-funded. Help is given to apply.

Entry Requirements

A basic level of English reading, writing and speaking and listening. Please call to book an assessment at JobSmart.

Start Date

Multiple start dates throughout the year. Please enquire.

Fee

Free for those who are currently unemployed. Those who are employed but earn under £25,000 may be eligible for fee remission. Please contact us for more information.

FEE
FROM £0

DURATION
2 DAYS

LOCATION
JOBSMART

Assessment

You will complete a paper-based test and online test.

Duration

One day a week for two weeks, plus a test date.



For more information and to apply, please contact JobSmart on 01733 863068

Time To Shine

This is a weekly supportive session in which people can take part in quizzes and games, do crafts, watch films and more. The focus is on social skills and making new connections.

FEE
£0

DURATION
WEEKLY 2 HOUR
SESSIONS

LOCATION
JOBSMART

Entry Requirements

There are no entry requirements for this course. Please call JobSmart if interested.

Fee

This course is free for everyone.

Assessment

There is no test as there is no formal qualification.

Start Date

Multiple start dates throughout the year.

Confidence Plus

This course is designed to help people explore the skills and qualities that they already have to boost their confidence and help them explore employment options, if suitable. The focus is on confidence-building in the first six weeks and on employability in the last four weeks.

FEE
£0

DURATION
10 WEEKS

LOCATION
JOBSMART

Entry Requirements

There are no entry requirements for this course. Please call JobSmart if interested.

Fee

This course is free for everyone.

Assessment

There is no test as there is no formal qualification.

Start Date

September, January and April.

Duration

3 hours a week for 10 weeks.

For more information and to apply, please contact JobSmart on 01733 863068



**JobSmart
Peterborough**

Are you struggling with filling in electronic forms?

Would it be helpful to speak about it with someone face-to-face? JobSmart is hosting a weekly in-person session for people who need help with completing digital applications and forms.

**Form Filling Drop-in Sessions
Every Monday | 10.00am - 12.00pm**

Simply drop-in to JobSmart on Broadway in Peterborough city centre on Mondays from 10.00am - 12.00pm. One of our tutors will be on hand to assist you.

While you're there, make sure to ask about our other available sessions, including: Time to Shine, Confidence Plus and our many resources available to help you improve your skills.



**poverty
truth
network**

**COMMUNITY
FUND**

pcvs
Peterborough Council for Voluntary Service
Nancy Laine Peter

Sessions developed in partnership with the Peterborough Council for Voluntary Service and the Peterborough Poverty Truth Commission.

For more information please contact **JobSmart** on **01733 863068**
or **JobSmart.pbo@ieg.ac.uk**

**Have questions?
We are here to help.**



**JobSmart
Peterborough**

www.peterborough.ac.uk
01733 863068
jobsmart.pbo@ieg.ac.uk



**Peterborough
College**

www.peterborough.ac.uk
0345 872 8722
info@peterborough.ac.uk



Inspire
Education Group