



**JobSmart  
Peterborough**

# Course Guide



01733 863068 | [jobsmart.pbo@ieg.ac.uk](mailto:jobsmart.pbo@ieg.ac.uk)  
[www.peterborough.ac.uk](http://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 for Work.....	4
ESOL Living in the UK.....	5
ESOL Skills for Life (Speaking and Listening) Award .....	5
ESOL Skills for Life (Writing and / or Reading) Award.....	6
Pitstop Employability.....	6
Form Filling.....	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 in Emergency First Aid at Work.....	11
ICT For Beginners.....	11
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
Highfield Award in Health and Safety within a Construction Environment.....	18
Time To Shine.....	18
Confidence Into Work.....	19
Skills Bootcamps.....	19
Distance Learning .....	19

## 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

The main programme starts in September - additional courses may be available. Please enquire.

### Fee

This course is fully funded - eligibility criteria applies.

### Assessment

You will be assessed via paper-based tests.

FEE  
£0

DURATION  
32 WEEKS

LOCATION  
JOBSMART

## ESOL for Work Entry Level

This is a short course which focuses on equipping ESOL learners with the essential language and workplace skills needed for employment in the UK. The learners will explore key sectors of employment, develop core language skills, learn about work routines and understand signs and symbols encountered in a professional environment.

### Entry Requirements

A basic level of spoken and written English skills is required.

### Start Date

September to April. Please enquire.

### Fee

This course is fully funded - eligibility criteria applies.

### Assessment

No formal test, an attendance certificate will be issued.

FEE  
£0

DURATION  
12 WEEKS

LOCATION  
JOBSMART

## ESOL Living in the UK Entry Level

This is a short course which focuses on building spoken English skills and teaches learners about the UK and British culture. This course will introduce some of the topics included within the 'Life in the UK' test and develop the learners confidence around the topics of citizenship and culture.

### Entry Requirements

A basic level of spoken and written English skills is required..

### Start Date

September to April. Please enquire.

### Fee

This course is fully funded - eligibility criteria applies.

### 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 fully funded - eligibility criteria applies.

### Assessment

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

FEE  
£0

DURATION  
16 WEEKS

LOCATION  
JOBSMART



For more info or to apply, contact **01733 863068** or **jobsmart.pbo@ieg.ac.uk**

## 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 fully funded - eligibility criteria applies.

### Assessment

Assessment is via a paper-based test.

FEE  
£0

DURATION  
16 WEEKS

LOCATION  
JOBSMART

## 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 throughout the week. Please enquire.

### Fee

This course is fully funded for those who are unemployed - eligibility criteria applies. Those who are employed but earn less than £25,750 may be eligible for fee remission.

FEE  
FROM £0

DURATION  
45 MINUTES

LOCATION  
ONE-TO-ONE  
SESSIONS AT  
JOBSMART

## Form Filling

This session is designed to support anyone who struggles to fill in electronic forms. Book a session with JobSmart staff to help with completing digital applications and forms, as needed.

### Entry Requirements

There are no entry requirements for this course.

### Start Date

Appointments are available throughout the week. Please enquire.

### Fee

This course is fully funded for those who are unemployed - eligibility criteria applies. Those who are employed but earn less than £25,750 may be eligible for fee remission.

FEE  
FROM £0

DURATION  
45 MINUTES

LOCATION  
ONE-TO-ONE  
SESSIONS AT  
JOBSMART



For more info or to apply, contact **01733 863068** or [jobsmart.pbo@ieg.ac.uk](mailto:jobsmart.pbo@ieg.ac.uk)

For more info or to apply, contact **01733 863068** or [jobsmart.pbo@ieg.ac.uk](mailto:jobsmart.pbo@ieg.ac.uk)



## Security (SIA) Course Level 2

This programme is designed to prepare unemployed learners to 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; 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 £190 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

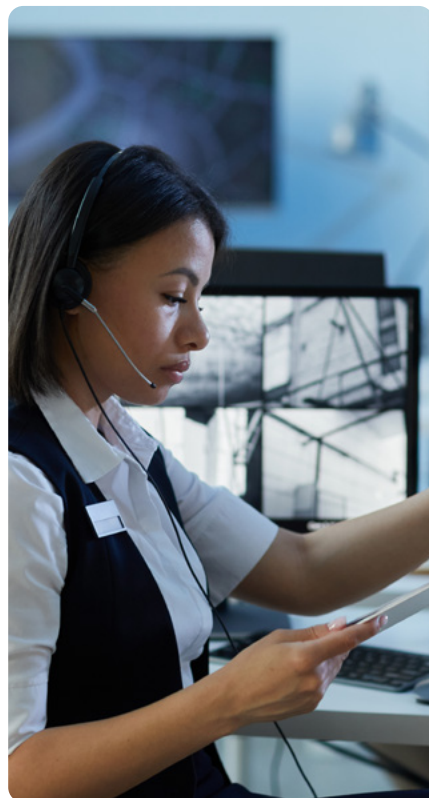
This course is fully funded for those who are unemployed - eligibility criteria applies.

### 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  
3 WEEKS

LOCATION  
JOBSMART

For more info or to apply, contact **01733 863068** or **jobsmart.pbo@ieg.ac.uk**

## 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

£375. Those who are employed but earn under £25,750 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  
£375 / £0

CONDITIONS  
APPLY

DURATION  
6 CONSECUTIVE  
DAYS

LOCATION  
JOBSMART

For more info or to apply, contact **01733 863068** or **jobsmart.pbo@ieg.ac.uk**

## 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

£216. Those who are employed but earn under £25,750 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  
£216 / £0  
CONDITIONS  
APPLY  
DURATION  
5 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

£50.40.

### Assessment

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



FEE  
£50.40  
DURATION  
1 DAY  
LOCATION  
JOBSMART

## 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. The course will focus on Digital Skills for the Workplace and creating a Digital CV.

### Entry Requirements

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

### Start Date

September, November, February and May.

### Fee

This course is fully funded for those who are unemployed - eligibility criteria applies. Those who are employed but earn less than £25,750 may be eligible for fee remission.

### Assessment

Assessment is via portfolio-based learning and assessment.

FEE  
FROM £0  
DURATION  
8 WEEKS  
LOCATION  
JOBSMART

For more info or to apply, contact **01733 863068** or **jobsmart.pbo@ieg.ac.uk**

For more info or to apply, contact **01733 863068** or **jobsmart.pbo@ieg.ac.uk**

## 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. The course will focus on using these applications within a work environment.

### Entry Requirements

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

### Start Date

September, November, February and May.

### Fee

This course is fully funded for those who are unemployed - eligibility criteria applies. Those who are employed but earn less than £25,750 may be eligible for fee remission.

### Assessment

Assessment is via portfolio-based learning and assessment.

FEE  
FROM £0

DURATION  
8 WEEKS

LOCATION  
JOBSMART



## Essential Digital Skills Entry Level 3 and Level 1

The fast pace of technological change and the ubiquity of digital technologies in all aspects of work and life places new demands on everyone. These qualifications are designed to upskill learners to safely benefit from, participate in and contribute to the digital world of today and the future.

### Entry Requirements

You will be assessed via an online assessment and tutor interview to establish the correct level of qualification to suit your requirements. You should have a good level of spoken and written English.

### Fee

This course is fully funded for those who are unemployed - eligibility criteria applies. Those who are employed but earn less than £25,750 may be eligible for fee remission.

### Assessment

Assessment is via an end point online exam and tutor observations.

### Start Date

September and February.

FEE  
FROM £0

DURATION  
16 WEEKS

LOCATION  
JOBSMART



For more info or to apply, contact **01733 863068** or **jobsmart.pbo@ieg.ac.uk**

For more info or to apply, contact **01733 863068** or **jobsmart.pbo@ieg.ac.uk**



## HGV Training

This programme gives the training needed to be able to obtain a licence to drive HGV (category C and/or C+E). 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. Funding for this programme is via the CPCA Skills Bootcamp scheme and learners will be supported to update their CV, prepare for job interviews and successfully navigate their first few months in a their new role as part of this programme.

### 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. To check your eligibility or talk to us more about this programme you can email us: [HGV@ieg.ac.uk](mailto:HGV@ieg.ac.uk).

### Start Date

Multiple start dates throughout the year. Please contact [HGV@ieg.ac.uk](mailto:HGV@ieg.ac.uk).

### Fee

This course is fully funded through the CPCA Skills Bootcamp funding scheme - eligibility criteria applies. There may be fees applicable for employers within this fee range: £645.11 - £1,935.32.

### Assessment

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



FEE  
FROM £0

DURATION  
4 MONTHS

LOCATION  
ONLINE &  
PRACTICAL  
TRAINING

For more info or to apply, contact **01733 863068** or [jobsmart.pbo@ieg.ac.uk](mailto:jobsmart.pbo@ieg.ac.uk)

## 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.

### Entry Requirements

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

### Start Date

Multiple start dates throughout the year. Please enquire.

### Fee

£150 for a full day or £90 for a half day resit.

### Assessment

You will complete written and spoken exams.



FEE  
£150 FULL DAY  
£90 HALF DAY

DURATION  
1 DAY

LOCATION  
JOBSMART

For more info or to apply, contact **01733 863068** or [jobsmart.pbo@ieg.ac.uk](mailto:jobsmart.pbo@ieg.ac.uk)



## 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 or 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

This course is fully funded for those who are unemployed - eligibility criteria applies. Those who are employed but earn less than £25,750 may be eligible for fee remission.

### Assessment

You will need to complete an online test at JobSmart.

FEE  
FROM £0

DURATION  
1 DAY

LOCATION  
JOBSMART  
AND ONLINE



For more info or to apply, contact **01733 863068** or **jobsmart.pbo@ieg.ac.uk**

## 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 Highfield Level 1 Award in Health and Safety within a Construction Environment qualification. The card is valid for 5 years and support is offered to complete the online application.

### 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

This course is fully funded for those who are unemployed - eligibility criteria applies.

FEE  
FROM £0

DURATION  
2 DAYS

LOCATION  
JOBSMART

### Assessment

Paper based exam for the Level 1 Award in Health and Safety within a Construction Environment. The CITB test is taken online at an off-site venue.

### Duration

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



For more info or to apply, contact **01733 863068** or **jobsmart.pbo@ieg.ac.uk**

## Highfield Award in Health and Safety within a Construction Environment Level 1

This 1 day course provides the training and test for the Highfield Level 1 Award in Health and Safety within a Construction Environment qualification.

### Entry Requirements

A basic level of English reading, writing and speaking and listening.

### Start Date

Multiple start dates throughout the year, please enquire.

### Fee

£201.60

### Assessment

Paper based exam.

FEE  
£201.60  
DURATION  
1 DAY  
LOCATION  
JOBSMART

## Time To Shine Entry Level

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.

### Entry Requirements

There are no entry requirements for this course.

### Start Date

Multiple start dates throughout the year, please enquire.

### Fee

This course is fully funded for those who are unemployed - eligibility criteria applies.

### Assessment

No formal test, an attendance certificate will be issued.

FEE  
FROM £0  
DURATION  
WEEKLY 2 HOUR  
SESSIONS  
LOCATION  
JOBSMART

## Confidence Into Work Entry Level

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

### Entry Requirements

There are no entry requirements for this course.

### Start Date

October, February and April.

### Fee

This course is fully funded for those who are unemployed - eligibility criteria applies.

FEE  
FROM £0  
DURATION  
10 WEEKS  
LOCATION  
JOBSMART

### Assessment

No formal test, an attendance certificate will be issued

### Duration

3 hours a week for 10 weeks.

## Skills Bootcamps

Bootcamps are aimed to enable people to enter the workplace following specific training in a specific industry area. We currently offer Level 3 Get into Logistics and Level 2 Get into Security as Bootcamps and we will support you to gain an interview following this course with a relevant local employer.

## Distance Learning

We offer a wide range of distance learning courses at Level 2 and Level 3 in a variety of topics. These are courses that are online enabling you to learn at your own pace and convenience. Scan here to see the full course list.



For more info or to apply, contact **01733 863068** or [jobsmart.pbo@ieg.ac.uk](mailto:jobsmart.pbo@ieg.ac.uk)

For more info or to apply, contact **01733 863068** or [jobsmart.pbo@ieg.ac.uk](mailto:jobsmart.pbo@ieg.ac.uk)

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



**JobSmart  
Peterborough**

[www.peterborough.ac.uk](http://www.peterborough.ac.uk)  
01733 863068  
[jobsmart.pbo@ieg.ac.uk](mailto:jobsmart.pbo@ieg.ac.uk)



**Peterborough  
College**

[www.peterborough.ac.uk](http://www.peterborough.ac.uk)  
0345 872 8722  
[info@peterborough.ac.uk](mailto:info@peterborough.ac.uk)



*Please note information is correct at time of publication  
but can be subject to change. For the most up-to-date  
information please visit our website.*



**Inspire**  
Education Group