



**JobSmart
Peterborough**

Course Guide



01733 863068 | jobsmart.pbo@ieg.ac.uk
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**

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English and Maths Functional Skills Entry Level 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 December.

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

January to June.

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 £26,800 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 £26,800 may be eligible for fee remission.

FEE
FROM £0

DURATION
45 MINUTES

LOCATION
ONE-TO-ONE
SESSIONS AT
JOBSMART



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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 £204 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

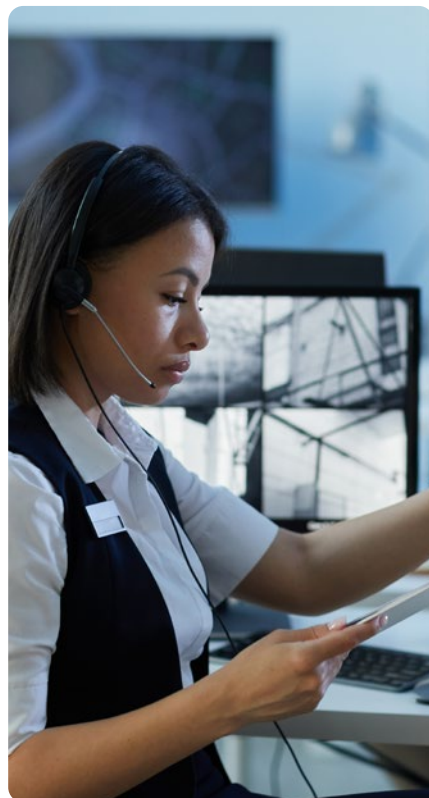
This course is fully funded for those who are unemployed - eligibility criteria applies.

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

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 less than £26,800 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

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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 £26,800 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 individual needs and goals and will cover safety online, basic document creation, sending and receiving emails and uploading and sharing documents.

Entry Requirements

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

Start Date

September, November, December, January and April.

Fee

This course is fully funded for those who are unemployed - eligibility criteria applies. Those who are employed but earn less than £26,800 may be eligible for fee remission.

Assessment

Assessment is via portfolio-based learning and assessment.

FEE
FROM £0
DURATION
8 WEEKS
LOCATION
JOBSMART

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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 and February.

Fee

This course is fully funded for those who are unemployed - eligibility criteria applies. Those who are employed but earn less than £26,800 may be eligible for fee remission.

Assessment

Assessment is via portfolio-based learning and assessment.

FEE
FROM £0

DURATION
10 WEEKS

LOCATION
JOBSMART



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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.

Start Date

September and February.

Fee

This course is fully funded for those who are unemployed - eligibility criteria applies. Those who are employed but earn less than £26,800 may be eligible for fee remission.

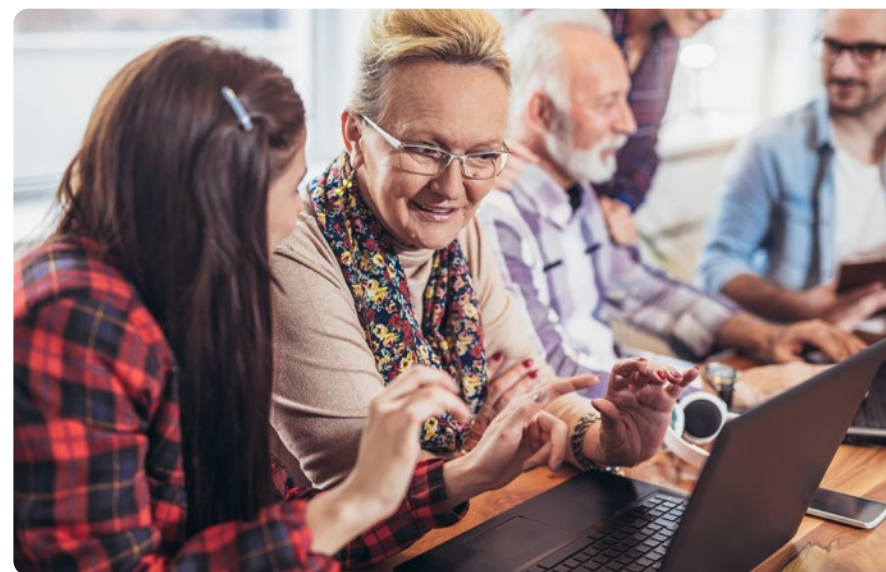
Assessment

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

FEE
FROM £0

DURATION
16 WEEKS

LOCATION
JOBSMART



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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. 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.

Start Date

Multiple start dates throughout the year. Please contact HGV@ieg.ac.uk.

Fee

This course is fully funded for those who are unemployed - eligibility criteria applies. Those who are employed but earn less than £30,491 may be eligible for fee remission.

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

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

£160 for a full day or £90 for a half day resit.

Assessment

You will complete written and spoken exams.



FEE
£160 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

ASCENTIS Award in Introduction to British Values Entry Level

This course is a short, one-unit qualification that introduces learners to the 4 principles of British Values.

FEE
FROM £0
DURATION
1 DAY

LOCATION
JOBSMART
AND ONLINE

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 £26,800 may be eligible for fee remission.

Assessment

You will need to complete an online test at JobSmart.

ASCENTIS Award in Equality and Diversity Entry Level

This course is a short, one-unit qualification that introduces the learner to the key terms in relation to E&D.

FEE
FROM £0
DURATION
1 DAY

LOCATION
JOBSMART
AND ONLINE

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 £26,800 may be eligible for fee remission.

Assessment

You will need to complete an online test at JobSmart.

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

ASCENTIS Award in Healthy Living for Wellbeing and Mental Health Entry Level

This course is designed to give learners knowledge and understanding of the basic principles of healthy living, including the importance of mental health, healthy eating and the principles of physical activity to support health.

FEE
FROM £0
DURATION
1 DAY

LOCATION
JOBSMART
AND ONLINE

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 £26,800 may be eligible for fee remission.

Assessment

You will need to complete an online test at JobSmart.

ASCENTIS Award in Introduction to Safeguarding Entry Level

The Award in Introduction to Safeguarding qualification is designed to give learners knowledge and understanding of safeguarding, including the meaning and basic principles of safeguarding, types of abuse and their recognition features and possible safeguarding issues caused by modern technology.

FEE
FROM £0
DURATION
1 DAY

LOCATION
JOBSMART
AND ONLINE

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 £26,800 may be eligible for fee remission.

Assessment

You will need to complete an online test at JobSmart.

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ASCENTIS Award Health and Safety Level 1

Award in Health and Safety qualification is designed to give learners the knowledge and understanding of the basic principles of health and safety, hazards that can arise and some of the protection available against those hazards.

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 £26,800 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

ASCENTIS Award in Healthy Living Level 1

Award in Healthy Living qualification is designed to give learners knowledge and understanding of the basic principles of healthy living, including how to keep a healthy body weight, the requirements of a healthy diet and keeping a healthy lifestyle.

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 £26,800 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

ASCENTIS Award in Mental Health and Wellbeing Level 1

The Award in Mental Health and Well-being introduces learners to understand the terms mental health and well-being and the different types of conditions and the support available.

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 £26,800 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

ASCENTIS Award in Personal Health and Wellbeing Level 1

This qualification provides learners with knowledge and skills enabling them to make balanced and informed choices about their life, both now and in the future, and to develop confidence in their own abilities. The qualification offers learners an opportunity to explore issues relating to the society in which they live and topics which may be relevant to their own lives.

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 £26,800 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**

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ASCENTIS Award in Understanding Safeguarding for Work and Education and Life

Level 1

This course is designed to give learners knowledge and understanding of safeguarding in work, education and life contexts. This includes the different types of abuse and how to recognise them, possible safeguarding issues caused by modern technology, the meaning of discrimination and victimisation and the importance of disclosing safeguarding concerns to professionals.

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 £26,800 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

ASCENTIS Award in Understanding an Inclusive Environment

Level 1

is designed to give learners an understanding of how the law protects the vulnerable in society to promote an inclusive environment and the benefits to society of an inclusive environment. They will learn that poor and abusive family relationships can marginalise individuals and that bullying and abuse have serious long-term impacts, for the victim and the abuser. They will learn how to conduct healthy, intimate relationships and recognise abusive ones, and how to support a victim of abuse.

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 £26,800 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

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ASCENTIS Award in Infection Control and Prevention Level 1

The Award in Infection Control and Prevention introduces learners to the principles of infection control and prevention in daily life. It considers the different causes of infection and how infection is spread. Learners will also be able to identify their responsibilities and that of others in controlling and preventing infection and gain a clear understanding of the importance of good personal hygiene.

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 £26,800 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

ASCENTIS Award in Managing Personal Finance Level 1

The Award in Managing Personal Finance is a nationally recognised qualification designed to help learners build essential money management skills. It covers key topics such as understanding income and expenses, budgeting effectively, comparing financial products, and recognising the risks and benefits of borrowing.

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 £26,800 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

ASCENTIS Award in Understanding Employment, Business and Enterprise Level 1

The Award in Understanding Employment, Business and Enterprise qualification is designed to give learners the knowledge and understanding of the basic principles of employment, business and enterprise. This qualification introduces the learner to the importance of entrepreneurial skills within business and encourages them to consider their own role in employment, business and enterprise.

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 £26,800 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



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ASCENTIS Award in Food Safety in Catering Level 2

The award in Food Safety in Catering qualification is designed to give learners the knowledge and understanding of the principles of keeping food safe. The qualification introduces the learner to key issues in Food Safety: taking responsibility for their own food safety and hygiene, keeping work areas clean and keeping food safe.

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 £26,800 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



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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

2 non consecutive days plus independent workbook.



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 build on their social and confidence skills. The aim of this programme is to support people to progress to job searching courses in the future with an ultimate goal of getting into employment.

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 and employability with dedicated support to build a bank of resources to enable effective job searching and applications together with interview preparation.

Entry Requirements

There are no entry requirements for this course.

Start Date

September, January and April.

Assessment

No formal test, an attendance certificate will be issued

Duration

3 hours a week for 10 weeks.

Fee

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

FEE
FROM £0
DURATION
10 WEEKS
LOCATION
JOBSMART

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. To view the full course list please scan:



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

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



**JobSmart
Peterborough**

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