



COURSE GUIDE FOR JOBSEEKERS

Qube Learning

With over 21 years' experience in the education sector, we are an Ofsted grade 2 training provider that specialises in vocational courses, short courses and e-learning. We pride ourselves on the outstanding partnerships we have with Jobcentre Plus, probation services, housing associations, charitable organisations and other training providers.

Awarded numerous contracts by the Education and Skills Funding Agency, the government provider of skills training for further education, we provide programmes which are suited for both the employed and unemployed.

We are committed to providing a flexible and welcoming approach when working with our

stakeholders and Students, ensuring all parties are comfortable and well informed from the offset. We are passionate about building great relationships and pride ourselves on being adaptable to requirements.

Please take the time to read through this document - if there is any information which isn't clear or if you have any further questions, please contact the Qube Learning head office where we will be happy to help.

Phone Number

01235 83 38 38



Our Values



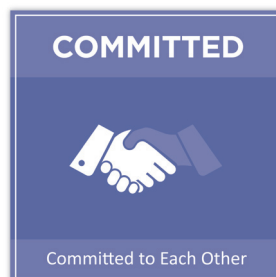
SUCCESS

Enthusiastic About Success



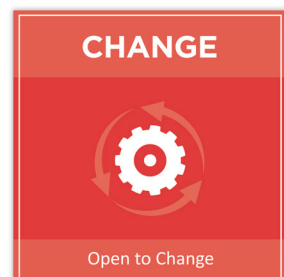
HONEST

Straightforward and Honest



COMMITTED

Committed to Each Other



CHANGE

Open to Change

- We have a positive mindset and like to do a good job.
- Being professional, accomplished and excelling in our chosen field is important.
- We like focussing on results and recognising achievement.
- We are proud to be part of the Qube success story and want to share this success with others.
- Being honest and open with clients, customers and each other is a core value.
- We respect and trust our colleagues.
- Conducting ourselves with integrity is important.
- We follow the ethical standards of our industry.
- We enjoy working together in a supportive environment.
- Supporting each other and being valued is important.
- We cherish a positive atmosphere.
- We are one team, open and accessible.
- We take a proactive approach to change and enjoy fresh challenges.
- We always seek better ways of doing things.
- Being dynamic, fast moving and flexible are important traits.
- We are ambitious about growth and seek out new opportunities for the business.

Qube Work-Fit

Qube Work-Fit is a division of Qube Learning whose primary aim is to unlock the potential of jobseekers. Via a range of training courses, workshops and other events we deliver numerous qualifications to individuals across England.

Our goal is to support jobseekers by providing them with the resources and training opportunities they need to be prepared to start or return to the world of work.

We are at the heart of some truly dynamic and engaging collaborations that have a real impact on the world around us and prepare our Studentss for success in future careers.

Are you eligible?

All of the jobseeker courses we offer are fully funded as long as you meet the following funding criteria:*

- You are aged 19 years or over.
- You are actively seeking employment, or are employed and earn under £17,000 per year irrespective of whether you work part or full-time.
- If unemployed, you must be claiming JSA, ESA or Universal Credit (if you are claiming other benefits you may be eligible for funding at our discretion).
- You have lived in the EU for the past 3 years.

* Other conditions may apply.

How to Apply

There are a number of ways that you can apply to complete a course with us.



Apply online by completing our user friendly application form:
<http://bit.ly/QubeJobseeker>

To be taken directly to our user friendly online application form, simply scan this QR code on your smart phone or tablet.



Call one of our friendly customer advisors on 07825 940245 and they will get you booked onto our next available course.



Apply through your Work Coach or on your own behalf.

Which locations do we cover?

We work closely with Jobcentre Plus and other stakeholders to deliver courses nationally, however, we have dedicated teams within Norfolk, Suffolk, Essex, Bradford, Bolton and surrounding areas.

DID YOU KNOW?

Qube has Kick Start centres in Bradford and Bolton – why not pop in and say hello?

Working in partnership with...



Movement to Work operates in a world of opportunity and seeks to break the vicious 'no job – no experience' cycle that is preventing around 800,000 young people, not currently in education, employment or training, from stepping onto the career ladder. By supporting organisations of all shapes and sizes to unlock the potential of these young people and offering quality work placement opportunities, Movement to Work can help to drive business performance and bring about lasting social change.

What to expect when attending our courses

When attending our courses you will be greeted by one of our friendly Tutors, who will show you to the classroom where your course will take place and introduce you to the group.

- Courses are generally run for groups of 8 – 12 learners of all different ages, backgrounds and abilities.
- Our qualified Tutors are equipped to provide you with the support you need to complete the course and are experienced with supporting dyslexia, dyspraxia, dyscalculia, hearing impairments, visual impairments and/or physical access needs.
- Regular breaks are provided throughout the day.

- You will enjoy a friendly and relaxed learning environment.

Information, Advice and Guidance

If you would like any support in deciding which course is best for you, our customer advisors are there to help. We can provide you with expert advice on all the courses available at our centre.

All advice, guidance and support services will be provided impartially and in confidence. If we find that we are unable to fully support your needs, we will refer you to an alternative provider.

Speak to a member of our team!

Opening Hours: Monday – Friday 09:00 – 17:30

Telephone: 07825 940245

Email: jobseekers@qube-learning.co.uk

Available courses

Business Skills

Customer Service

This course is designed to provide you with an introduction to the underpinning knowledge and attitude required for working within a customer service environment. The course will cover how to create a good impression to customers, how to apply legislation, regulation and organisational procedures to a customer service role, how to deal with queries and requests, and how to contribute to effective customer service.

Duration:

4 Days (consecutive days).

Location:

Online.

Qualification:

City & Guilds Level 1 Certificate for Introduction to Customer Service .

Entry Requirements:

No prior knowledge, understanding, skills or qualifications are required to enrol onto this course.

Team Leading

Strong team leadership is essential for providing guidance, direction and instruction within a group and inevitably leads to more effective teamwork and more motivated employees. Being able to manage a team effectively is critical in the current job market, where employee productivity and team outcomes are closely monitored. This programme is designed to provide learners with the knowledge and understanding required to successfully lead a team - A diverse qualification.

Duration:

8 Weeks.

Location:

Online.

Qualification:

NCFE Level 2 Certificate in Team Leading.

Entry Requirements:

No prior knowledge, understanding, skills or qualifications are required to enrol onto this course.

Principles of Business Admin

Today's global economy brings with it a wealth of new markets, shrinking profit margins and increasing operating expenses; the need for good business administration has never been greater. Via this course you will develop an understanding of basic administration concepts and practices, review essential knowledge for daily and more complex administration tasks and learn business and administration national occupational standards.

Duration:

8 Weeks.

Location:

Online.

Qualification:

Level 2 Certificate in Principles of Business Administration.

Entry Requirements:

No prior knowledge, understanding, skills or qualifications are required to enrol onto this course.

Creating a Business Start Up

Starting your own business can be exciting, but it's important to be fully aware of the initial processes and requirements of a business start-up. If you're looking to start your own business, the level 2 Certificate in Creating a Business Start-Up will help you to explore business ideas and select the most appropriate option to develop. You will learn how to develop and progress your business plan so you fully understand your target market. The course will also teach you about marketing your business and the important legal and financial requirements you have to follow.

Duration:
8 Weeks.

Location:
Online.

Qualification:
NCFE Level 2 Certificate in Creating a Business Start Up.

Entry Requirements:
No prior knowledge, understanding, skills or qualifications are required to enrol onto this course.

Health & Social Care

Accredited by NCFE

Preparing to Work in Adult Social Care

The need for adult social care continues to rise - With around 1.5 million people working in adult social care in England, care workers need up-to-date support and guidance in order to provide adequate person-centred care. This course will provide you with a high standard of learning, there to support you with the application of a variety of care-based roles.

Duration:
8 Weeks.

Location:
Online.

Qualification:
NCFE Certificate for Preparing to Work in Adult Social Care.

Entry Requirements:
No prior knowledge, understanding, skills or qualifications are required to enrol onto this course.

Understanding Working With People With Mental Health Needs

1 in 4 people will experience a mental health problem every year in England. This online course in Understanding Working with People with Mental Health Needs will give you a better understanding of care and support for those with mental health problems. You'll learn about the role of the mental health worker, the processes and approaches involved in care and how to support people who are experiencing mental ill-health. The qualification will help to develop your understanding of duty of care and the different treatment options that are available for mental health problems.

Duration:
165 Guided Learning Hours.

Location:
Online.

Qualifications:
CACHE Level 2 Certificate in Understanding Working with People with Mental Health Needs.

Entry Requirements:
No prior knowledge, understanding, skills or qualifications are required to enrol onto this course.

Construction Skills CSCS Labourer's Card

This course is designed for anyone who wants to work in Construction. You will gain introductory skills and knowledge related to health and safety in the construction industry. The course will also provide opportunities to develop personal skills, techniques and attributes essential for successful performance in life.

At the end of the course you will sit a multiple choice test in preparation for your CSCS Labourer's Card exam, which will be booked and sat at an external centre at a date and time that suits you. All fees relating to CITB testing and obtaining the Labourer's Card will be covered. (One test per learners.)

Duration:

10 Days (various days over 2 weeks).

Location:

Face-to-Face

Qualifications:

Highfield Level 1 BTEC Certificate in Construction.

Highfields Level 1 Award in Health and Safety in a Construction Environment.

CITB Health, Safety and Environment Test and Labourer's Card.

Entry Requirements:

No prior knowledge, understanding, skills or qualifications are required to enrol onto this course.

Warehousing and Storage

Accredited by City & Guilds and Pearson



Warehousing and Storage

This five day course is designed to develop the knowledge you need to work safely and responsibly in a warehouse or storage facility.

The embedded qualification is aimed at individuals looking to start a first job within a warehouse or storage facility.

Duration:

5 Days (Various consecutive days).

Location:

Face-to-Face

Qualifications:

Pearson BTEC Level 2 Certificate in Warehousing and Storage Principles.

Entry Requirements:

No prior knowledge, understanding, skills or qualifications are required to enrol onto this course.

Sector-based Work Academy Programmes

Sector-based Work Academy Programmes (SWAP) are a way to create a skilled workforce for almost any business. The Programmes are available to help those who are ready for work and in receipt of benefits, to secure employment.

A SWAP can last up to 6 weeks. Programmes have 3 main components:

- Pre-employment training: relevant to a specific business sector.
- Work experience placement: of great benefit to the individual and business.
- A guaranteed job interview.

Participants will remain on benefits throughout the period of the (SWAP). Jobcentre Plus will pay any travel and childcare costs whilst you are on the work experience placement.

For more information on upcoming SWAPs in your area, please call one of our friendly customer advisors on 07825 940245 and they will get you booked onto our next available course.

jobcentreplus

RESTART
SCHEME

Have you thought about earning while you learn?

We provide a completely free vacancy matching service where we will match your CV to Apprenticeship vacancies employers currently have advertised with our centre, with the aim of getting you into employment and onto a recognised framework of qualifications.

You can also register yourself on the Find An Apprenticeship website at the following link:
www.findapprenticeship.service.gov.uk/register

Once you register you will be able to:

- Apply for Apprenticeships.
- Get email and text alerts about new Apprenticeships and your applications.
- Track your applications.

Apprenticeships combine practical training in a job with study time.

As an Apprentice you will:

- Work alongside experienced staff.
- Gain job-specific skills.
- Earn a wage and get holiday pay.
- Study towards a related qualification.

Better still, an Apprenticeship with us will not cost you a penny to enrol upon and is a genuine alternative to college or university.



**Kick-start
your career
and make
yourself more
employable.**

Employers have reported* that they prefer having the choice of training an Apprentice and developing them within their company, rather than taking on a graduate with only classroom-based skills. There's the potential to get a head start in your career and the only limit is your ambition.

* Department for Education - Apprenticeships evaluation 2017: employers



Kick Start

Training for work

Getting you back into employment!

We are here to help you with:

- Information, Advice and Guidance.
- Creating a professional looking CV and how to write a covering letter.
- Completing effective application forms.
- Preparing for an interview.
- Advice on courses and qualifications which are available.
- Applying for Apprenticeships.
- Traineeship programmes to help 16 – 24-year olds progress into employment or into an Apprenticeship.

Drop in to your local Qube Learning Kick Start Centre now to take advantage of this service!

BRADFORD

Qube Learning Kick Start Centre
9 Rawson Place | Bradford | BD1 3QQ | 01274 739294

BOLTON

Qube Learning Kick Start Centre,
29-31 Knowsley Street, Bolton, BL1 2AS | 01204 373487

Podcast

'The Right Route - Your Options | Your Choices | Your Career' a Qube Learning podcast hosted by the BBC's 'The Apprentice' star, Kayode Damali BSc, MPSA.

With many people undecided on what to pursue as their career, we're here to help find 'The Right Route' for you.

Our education and career savvy team will be speaking about the vast array of options there is for you to choose from, whether that be furthering your education, going to work or both!

In our initial series you hear from current and past Students about their journeys and experiences, alongside employers and education specialists.

THE RIGHT ROUTE

YOUR OPTIONS | YOUR CHOICES | YOUR CAREER



Need Advice?

A blue speech bubble containing the text 'Addiction Helper' in white.

Addiction Helper

Addiction Helper

Addiction Helper is a free confidential advice line should you or a family member be suffering with alcohol addiction, gambling addiction or drug addiction.

To get help or advice for yourself or a loved one, call their trained counsellors on Freephone: 0800 540 4154 or visit addictionhelper.com

They're there 24 hours a day, 365 days a year. If you need a response immediately it's best to call them on the phone but you can also email them at info@addictionhelper.com



The Money Advice Service

The Money Advice Service offers advice and guides to help improve your finances, tools and calculators to help you keep track & plan ahead via support in person, over the phone and online.

You can call them on 0800 138 7777 or visit their contact page at: moneyadvice.service.org.uk

A pink speech bubble containing the text 'National Careers Service®' in white.

National Careers Service®

The National Careers Service

The National Careers Service provides information, advice and guidance to help you make decisions on learning, training and work opportunities. The service covers confidential and impartial advice. This is supported by qualified careers advisors. You can contact them on 0800 100 900 or alternatively visit their website at: nationalcareers.service.gov.uk/



Traineeships

Could a Traineeship be the next step for you?

Are you...

Aged 16-24?

About to leave school?

Not sure what path you want to take?

Have you thought about a Traineeship?



What are Traineeships?

Traineeships are government funded education and training programmes aimed at giving young people the skills and experience that employers are looking for.

What are the benefits of a Traineeship?

A Traineeship will put you in a better position to compete for an Apprenticeship or gain employment.

Traineeships give you the opportunity to build your CV and get vital experience with local and national employers.

Improving your English and maths skills will boost your chances of getting a job, as well as improving your long-term prospects and earning potential over your lifetime.

Employers are at the centre of Traineeships to ensure you gain the skills you need to secure a job and succeed in employment.

At the end of the work experience placement you will get a guaranteed job interview with the company. Above all you will have gained valuable experience and the skills needed within the working environment, giving you increased confidence in your ability.

For more information contact Qube today!

CELEBRATE SUCCESS!

Qube Learning host an annual awards ceremony, the 'Qube Awards.' The event showcases exceptional achievements by way of recognition and celebration for hard work, achievement, passion and dedication.

For more information about the event please contact
awards@qube-learning.co.uk

Completed your training?

Ready to take your skills
to the next level?

Qube Learning offers Traineeships
and Apprenticeships at a variety of
levels.

Contact Qube Learning today
to discuss your opportunities -
continue with your learning and
career journey!



Scan me

To watch the
highlights from our
2019 ceremony scan
this QR code.



Supported by
National
Apprenticeship
Service

Traineeships

Apprenticeships