

# Adult Learning - Course Information Sheet



## AXX5VN13 - C&G Level 1 Employability - Npton

**The Spring Charity, Annex Community Cent**  
Spring Lane  
Northampton

NN1 2JW      **Room** The Spring Charity

Start Date: 24 September 2024  
End Date: 17 December 2024  
Start Time: 10:00AM  
End Time: 1:00PM  
Day: Tuesday  
Sessions: 12  
Tutor: Mrs Judy Toorie-Roach

### UKSPF - Shared Prosperity Fund

UKSPF aims to level up the whole of the UK by building pride in place, supporting local businesses and people, and skills.

### Course aim

To develop your skills and attitudes valued by employers, preparing you for employment and helping you succeed in your role.

### Course outcomes

- Personal development including confidence, self-esteem
- Develop your understanding of employability skills
- Develop communication skills and readiness for work or a career change
- Understand your rights and responsibilities in the workplace

### How will the course be taught?

Step by step tasks, discussion and support from your tutor.

If this is an online course, please check the email confirmation for the link to join your Google Classroom. This information is also on 'My Account' when you are logged in to the Adult Learning website. Find 'How to use Google Classroom' at <https://getgoing.nccadulthoodlearning.ac.uk/it-tips/google-classroom>

### What do I need to bring / have ready?

You may wish to have a pen and notepad handy to make notes. All your work will be completed online and through classroom activities.

### Further support and progression

If you need help whilst on a course with us, our Learner Support Advisor is available to discuss your needs. We offer a range of services, subject to eligibility, which can include practical support and/or financial assistance to ensure you feel fully supported while learning with us. For more information contact [alsreferrals@northnorthants.gov.uk](mailto:alsreferrals@northnorthants.gov.uk) or call 01536 535809 (answerphone available). Visit our website <https://www.northnorthants.gov.uk/adult-learning/fees-and-refunds> for further information about our fees and concessions. Your tutor will inform you of further learning opportunities and progression during your course.

### Health and Safety / Online Safety

Your tutor will give you information about Health and Safety on the first day. To report suspected scams, or get help and advice about preventing scams call the Citizens Advice consumer helpline on 03454 04 05 06.

### Further Information

The course will have links to other resources to help you continue your learning. You may also want to take next steps with IT skills by progressing to an Essential Digital Skills course or vocational level 2 courses such as lean management with Adult Learning, details at [www.northamptonshire.gov.uk/adultlearning](http://www.northamptonshire.gov.uk/adultlearning)

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**Northamptonshire Adult Learning Service work in partnership with National Careers Service advisers who can provide information, advice and guidance on skills, learning and work. National Careers Service can be contacted by telephone 0800 100 900 or text your name and the word ADVICE to 07766 413219 and an adviser will call you back for free or go to <https://nationalcareersservice.direct.gov.uk/>**

Adult Learning Service  
Support Service Team  
Email - [AdultLearning@northnorthants.gov.uk](mailto:AdultLearning@northnorthants.gov.uk)



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