

Training and Skills for Work

Mandatory units	Credits
Preparation for work	3
Developing customer service skills	3
Health and safety awareness in a working environment	1
Personal career planning	3
Personal career preparation	1
Recognising employment opportunities	1
Preparing for a recruitment Interview	3

Optional units	Credits
Understanding nutrition performance and healthy eating	3
Constructing a cavity wall using bricklaying skills	3
Construct a half brick wall using bricklaying skills	3
Constructing a one brick wide wall using bricklaying skills	3
Developing wallpapering skills	3
Introduction to plastering techniques	3
Preparing ceilings and walls for decoration	1
Use and maintain wood working tools	3
Use of tools and equipment for bricklaying	3
Using carpentry hand skills	3
Using decorative paint effects for interior walls	3
Using floor and wall tiling techniques	3
Using painting skills for interior ceilings and walls	3
Using plastering skills – floating coat to an attached pier	3
Using plastering skills – plastering to a window reveal	3
IT communication fundamentals	2
IT software fundamentals	3
Multimedia software	3
Presentation software	3
Spreadsheet software	3
Using email	2
Using mobile IT devices	2
Using the internet	3
Understanding the business of retail	1
Understanding the retail selling process	2
Participating in leisure activities	3
Taking part in sport	3

UNIT CHOICES

For the **Award**, **6 credits** are needed. Applicants must pick **at least one mandatory unit**.

For the **Certificate**, **21 credits** are needed. **These must include at least two mandatory units**.

Units can also be offered at different levels and learners are able to mix and match taking different levels of units together, this will be discussed at the guidance interview on entry to the programme.

Note: This is just a selection of units. Further options may be available, please ask for details or visit our website for the latest offer.

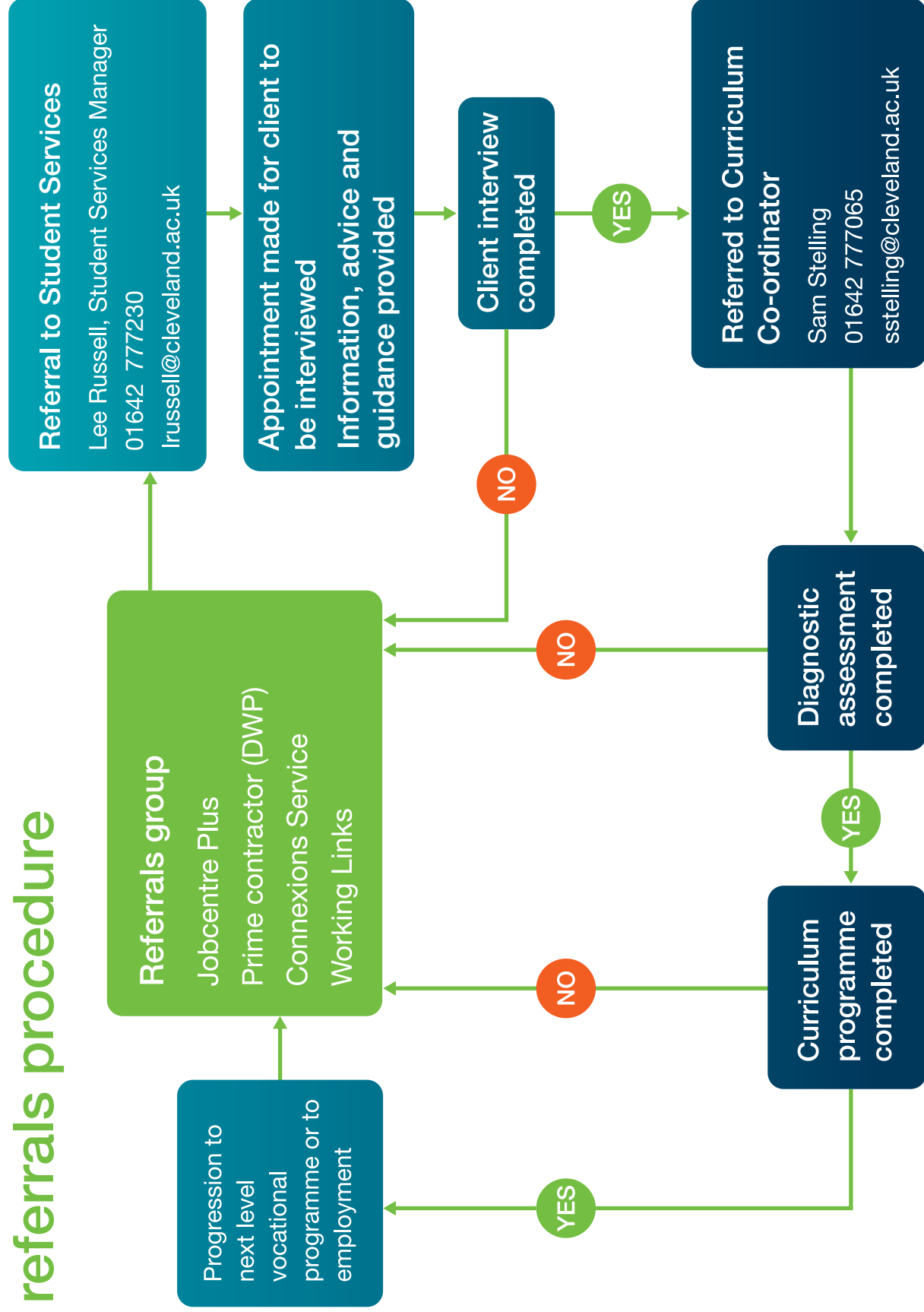
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Training and Skills for Work: referrals procedure



For any further questions or concerns in respect of the management of this procedure, contact Denise McFarlane, Deputy Principal: 01642 473132 dmf@redcar.ac.uk