

Community Learning

Rectory Lane, Bracknell RG12 7GR

Bracknell Open Learning Centre

T: 01344 354220

Work and Skills tasters

Working in Care	Wednesday	3 June	9:30-15:00
Housekeeping Services	Friday	17 July	10:00-15:00
Self-employment and Business			
Business Start Up	Tu, We, Th	24, 25, 26 March	10:00-16:00
Business Start Up	Tu, We, Th	8, 9, 10 July	10:00-16:00

Computing

Emailing	Monday	23 March	10:00-13:00
Introduction to Excel	Monday	30 March	10:00-12:00
IT for Jobseekers	Mo, Tu, We, Th	13, 14, 15, 16 April	15:00-18:00
Introduction to Word	Tuesday	28 April	13:00-15:00
Introduction to PowerPoint	Tuesday	12 May	13:00-15:00
IT for Jobseekers	Wednesdays	6, 13, 20 May	10:00-14:00
Introduction to Excel	Tuesday	2 June	13:00-15:00
File management	Tuesday	16 June	10:00-12:00
IT for Jobseekers	Wednesdays	24 Jun, 1, 8 July	10:00-14:00
Emailing	Tuesday	30 June	10:00-13:00

Preparation for Work

Communication	Wednesday	22 April	10:00-14:00
Customer Service	Thursday/Friday	23 and 24 April	10:00-15:00
Health and Safety	Tuesday	28 April	9:30-16:30
Dealing with Change	Thursday	7 May	10:00-12:00
Food Safety	Thursday	7 May	9:30-16:30
Skills for Work	Thursdays	7, 14, 21 May	12:00-15:00
Self Confidence	Friday	8 May	10:00-15:00
Working in Hospitality	M, Tu, W, Th, F, M, Tu, W	11, 12, 13, 14, 15, 18, 19, 20 May	All day
Personal Effectiveness	Thursday/Friday	21 and 22 May	10:00-15:00
Health and Safety	Monday	15 June	9:30-16:30
Working in Retail	M, Tu, W, Th, F, M	22, 23, 24, 25, 26, 29 June	All day
Personal Effectiveness	Thursday/Friday	2 and 3 July	10:00-15:00
Food Safety	Tuesday	14 July	9:30-16:30
Customer Service	Thursday/Friday	14 and 15 July	10:00-15:00
Serving Food and Drink	Tuesday/Thursday	14 and 16 July	9:30-16:30

These courses are free to Jobseekers. You must attend the Job Club in order to book: any Thursday, 10am-4pm, at Bracknell Open Learning Centre, Rectory Lane, Bracknell RG12 7GR

Funded by



Skills Funding Agency



Course descriptions

Budgeting on Benefits	Struggling to make ends meet? Learn how to budget your income and plan ahead in order to avoid unnecessary stress and worry.
Business Start Up	Find out how to set up your own business. Gain an understanding of marketing theory and techniques and how to interpret financial information, including profit and loss statements, the balance sheet and financial performance.
Communication	Learn how to use verbal and non-verbal skills to improve your communication in the workplace.
Customer Service	Learn how to communicate with different types of customer and provide a professional image for an organisation. Course leads to Edexcel Level 1 Understanding Customer Service in the Retail Sector.
Dealing with Change	Thinking of a career change through choice or other circumstances? This course will help you to manage the changes necessary to be successful.
Emailing	Set up a free email account, learn how to send, receive and reply to messages, and how to attach files to your emails.
File Management	Keep your files and folders organised in Windows 7. Learn how to create, rename, delete and copy files and folders, and general computer housekeeping. Essential knowledge for all computer users!
Food Safety	Covers food safety and hygiene hazards; temperature control, refrigeration, chilling and cold holding; food handling; food storage; cleaning food premises and equipment; and legislation. A successful pass in a multiple-choice exam leads to a CIEH Level 2 Award in Food Safety.
Health and Safety	Covers health; safety; welfare; the workplace; equipment; risk assessment; manual handling; hazardous substances; ergonomics and workstation design; transport and vehicles; noise and vibration; legislation. A successful pass in a multiple-choice exam leads to a CIEH Level 2 Award in Health
Housekeeping Services	Provides a good insight into what is required of a good housekeeper or cleaner. Can lead to a unit accreditation from the Ascentis Level 1 qualification in Hospitality.
Introduction to Excel	An introduction to this basic Microsoft programme, used widely in the workplace for data entry.
Introduction to PowerPoint	An introduction to this basic Microsoft programme, used widely in the workplace to create professional presentations.
Introduction to Word	An introduction to this basic Microsoft programme, used widely in the workplace for word processing.
IT for Jobseekers	A 12-hour course for complete beginners who need to become familiar with computer jargon and use of the mouse and keyboard. Includes an introduction to using the Internet for job seeking, and setting up a free email account in order to communicate with businesses advertising jobs.
Personal Effectiveness	Learn strategies to improve your effectiveness in the workplace; a two-day course to help you to manage and structure your own performance
Self Confidence	This course will explain what self confidence is and will help you to make good personal choices to promote confidence in yourself.
Serving Food and Drink	An introduction to the food and drink sector; learn how to prepare and serve food and drink to customers safely and hygienically, as part of a team. You must already have completed the Food Safety course.
Skills for Work	Three sessions to cover employment skills including making your CV work for you and interview preparation.
Working in Administration	Find out whether working in administration might suit your skills.
Working in Care	Find out whether working in care might suit your skills.
Working in Hospitality	New hospitality outlets are coming to Bracknell. What do employers expect and how can you provide it? Leads to a Level 1 qualification.
Working in Retail	Learn about retailing, job roles, responsibilities and progression routes in the sector, and gain a Level 1 Award in Retail Knowledge.