**JobSkills@BMet courses**

* We offer training courses for all people aged 19 years and over & **Universal Credit, Job Seeker’s Allowance (JSA), Employment & Support Allowance (ESA) or Income Support**
* You will learn valuable job skills and knowledge with inspiring professional tutors
* You can gain an accredited qualification upon completion of a course
* Welcoming college environment providing a perfect place for learning
* This is an opportunity to make new friends, reawaken confidence and rediscover ‘back to work’ routines
* You can study the following courses: Childcare, Customer Service, Retail, Health and Social Care, Food Safety, Health and Safety, Cleaning Skills, Basic IT Skills, Horticulture, English, Maths, Electrical Skills, Plumbing, Plastering and Painting and Decorating
* For **DWP Work Coaches**: **Suitability Assessments ERG/33513 or Pro-016391**

**Your course is free** if you are receiving an unemployment benefit. Call us to book a place on a course and to find out more. Our number is 0121 362 1174. You must come to the ‘assessment date’ to meet the tutor prior to the course start date. Through ‘Skills Conditionality’, the job centre may be able to support with travel costs.

Upcoming courses with JobSkills@BMET

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| JobSkills Course | Qualifications | Assessment Date | Start Date | Time & Duration | Campus Address |
| Cleaning & Facilities  ERG/20123  Pro-016478 | Level 1 Award in Practical Cleaning  Level 1 Intro to Facilities | Monday 6th February at 10am | Monday 13th February | 2 weeks, 3 days a week (Mon/ Tues/ Wed)  9.30am-3.30pm | Matthew Boulton College, 4 Jennens Road, Birmingham  B4 7PS |
| IT Skills for Job Search  ERG/33657  Pro-016502 | Entry 3 Award in IT users  (Using Email, Job Search with UJM) | Wednesday 8th February 2017 at 1pm | Monday 13th February 2017 | 5 weeks, 2 days a week (Mon/Tues)  9.30am-3.30pm | Matthew Boulton College, 4 Jennens Road, Birmingham  B4 7PS |
| Childcare  ERG/33110  PRO-099700 | Introduction to Early Years Settings Award Level 1 | Friday 17th February at 10am | Friday 3rd March | 1 day a week for 6 weeks (Fridays)  9.30am-3.30pm | Matthew Boulton College, 4 Jennens Road, Birmingham  B4 7PS |
| Health and Safety at Work  ERG/28513  Pro-016491 | CIEH Level 2 Award in Health and Safety in the Workplace | Wednesday 22nd February 2017 at 1pm | Thurs 2nd March 2017 | 1 day course  9.30am-4.30pm | Matthew Boulton College, 4 Jennens Road, Birmingham  B4 7PS |
| Retail Skills & Employability  ERG/20070  PRO-016512 | C&G Level 1 Award in Retail Knowledge | Monday 27th February at 10am | Monday 6th March | 2 weeks (Mon-Fri)  9.30am-3.30pm | Matthew Boulton College, 4 Jennens Road, Birmingham  B4 7PS |
| Horticulture  ERG/27557  Pro-016425 | Level 1 Certificate in Practical Horticulture Skills | Monday 27th February at 9.30am | Monday 27th February 2017 | 3 days a week for 6 weeks  (Mon/ Wed/ Fri)  9.30am- 3.30pm | Botanical Gardens,  Westbourne Road, Birmingham  B15 3TR |
| JobSkills Course | **Qualifications** | **Initial Assessment** | **Start Dates** | **Time & Duration** | **Campus Address** |
| Business Admin  ERG/20063  Pro-016412 | Level 1 Award in Business Administration | Wednesday 15th February at 9.30am | Wednesday 22nd February | 4 weeks (10 days in total)  Weeks 1 & 2 (Wed/Thurs/Fri)  Weeks 3 & 4  (Thurs/Fri)  9.30am-3.15pm | Matthew Boulton College, 4 Jennens Road, Birmingham  B4 7PS |
| English for speakers of other languages  ERG/32973  PRO-016476 | ESOL qualification (Speaking & Listening | Mondays (Please call for more details) | TBC | 8 weeks, 2 days a week  (various days)  9.30am-3.30pm | Matthew Boulton College, 4 Jennens Road, Birmingham  B4 7PS |
| Food Safety  ERG/28514  Pro-016488 | CIEH Level 2 Award in Food Safety | Wednesday 1st March at 10am | Wednesday 8th March | 1 day course  9.30am-4pm | Matthew Boulton College, 4 Jennens Road, Birmingham B4 7PS |
| Customer Service & Employability  ERG/23577  PRO-016472 | Level 1 Customer Service & Level 1 Employability Skills | Friday 10th March at 10am | Thursday 16th March | 2 days a week for 3 weeks (Thurs/Fri) | Matthew Boulton College, 4 Jennens Road,  Birmingham B4 7PS |
| Health and Social Care  ERG/33731  Pro-016432 | Level 1 Award in Health and Social Care | Monday 13th March 2017 at 9.30am | Monday 20th March | 2 days a week (Mon/Tues) for 2 weeks  9.30am-3.30pm | Matthew Boulton College, 4 Jennens Road, Birmingham  B4 7PS |
| English for Work  ERG/33655  PRO-134279 | Level 1 or 2 Functional Skills in English | Tuesday 4th April at 1pm | TBC | 8 weeks, 2 days a week (Mon/Fri)  9.30am-3.30pm | Matthew Boulton College, Jennens Rd, Birmingham  B4 7PS |
| Maths for Work  ERG/33654  PRO-134272 | Level 1 or 2 Functional Skills in Maths | Tuesday 4th April at 1pm | TBC | 8 weeks, 2 days a week (Wed/Thurs)  9.30am-3.30pm | Matthew Boulton College, 4 Jennens Rd, Birmingham  B4 7PS |
| Electrical Skills  ERG/30731  Pro-017768 | C&G Level 1 Certificate in Construction | Wednesday 25th January at 10am | Wednesday 3rd May | 8 wks, 2.5 days a week  Wed 1pm-4pm  Thurs/Fri 9-4 | Erdington Skills Centre, Edwards Rd, Birmingham  B24 9EW |
| Painting and Decorating  ERG/29755  Pro-016453 | Level 1 Certificate in Construction | Wednesday 5th April at 12pm | Tuesday 2nd May | 8 wks, Mon/Tues  9am-4pm and Wed 9am-12pm | Erdington Skills Centre, Edwards Rd, Birmingham  B24 9EW |
| Plastering  ERG/29922  Pro-016455 | C&G Level 1 Certificate in Construction | Wednesday 5th April at 12pm | Tuesday 2nd May | 8 wks, 2.5 days a week  Mon/ Tues 9-4  Wed 9-12 | Erdington Skills Centre, Edwards Rd, Birmingham  B24 9EW |
| Plumbing  ERG/29756  Pro-016463 | C&G Level 1 Certificate in Construction | Wednesday 5th April at 2pm | Tuesday 2nd May | 8 wks, 2.5 days a week  Mon/ Tues 9-4  Wed 9-12 | Erdington Skills Centre, Edwards Rd, Bham B24 9EW |
| First Aid  ERG/28771  Pro-016486 | CIEH Level 2 Award in Emergency First Aid at Work | Thursday 6th April at 9.30am | Thursday 27th April | 1 day course  9am-5pm | Matthew Boulton College, 4 Jennens Road, Bham B4 7PS |