**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 SearchERG/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  |
| ChildcareERG/33110PRO-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 WorkERG/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 course9.30am-4.30pm | Matthew Boulton College, 4 Jennens Road, Birmingham B4 7PS |
| Retail Skills & Employability ERG/20070PRO-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 |
| HorticultureERG/27557Pro-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, BirminghamB15 3TR |
| JobSkills Course | **Qualifications** | **Initial Assessment**  | **Start Dates** | **Time & Duration** | **Campus Address** |
| Business AdminERG/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 languagesERG/32973PRO-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 SafetyERG/28514 Pro-016488 | CIEH Level 2 Award in Food Safety | Wednesday 1st March at 10am | Wednesday 8th March  | 1 day course9.30am-4pm | Matthew Boulton College, 4 Jennens Road, Birmingham B4 7PS |
| Customer Service & EmployabilityERG/23577PRO-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 CareERG/33731Pro-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 weeks9.30am-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 WorkERG/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 weekWed 1pm-4pmThurs/Fri 9-4 | Erdington Skills Centre, Edwards Rd, Birmingham B24 9EW |
| Painting and DecoratingERG/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 9-4Wed 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 9-4Wed 9-12 | Erdington Skills Centre, Edwards Rd, Bham B24 9EW |
| First AidERG/28771 Pro-016486 | CIEH Level 2 Award in Emergency First Aid at Work  | Thursday 6th April at 9.30am | Thursday 27th April  | 1 day course9am-5pm  | Matthew Boulton College, 4 Jennens Road, Bham B4 7PS |