

## Free Courses for Job Seekers

Call us on **0121 362 1174** to book onto a course or apply online at [www.bmet.ac.uk/jobseekers](http://www.bmet.ac.uk/jobseekers)

We can help you to learn new skills and gain an accredited qualification. We offer a selection of short courses which are designed to provide you with foundational knowledge and an insight into various jobs. Courses are delivered by professional tutors with expert knowledge of their sector. You will find our colleges to be inspirational, welcoming environments where you can learn more, make friends and get support with finding work.

Your course is funded if you're aged 19 years and over (before 31<sup>st</sup> August 2018) and in receipt of Universal Credit, Job Seekers' Allowance or Employment & Support Allowance, We have regular start dates throughout the year.

Have a look at the courses we're offering and call us on **0121 362 1174** to book onto an assessment. Alternatively, you can apply online at [www.bmet.ac.uk/jobseekers](http://www.bmet.ac.uk/jobseekers). You will be invited to the assessment date to meet the tutor and complete an initial literacy and numeracy assessment, prior to a course offer being made.

### Latest Course Dates

DWP Suitability assessments ERG/34689 or Pro-016391

#### **Sigma Financial Group**- Customer Advisor roles (Call Centre)



F/T job £16,300 starting salary, hours between Mon-Sat 8am-9pm (shift work)  
An excellent opportunity to develop your career in the Finance/ Customer Service sector

We offer a 3 week 'work academy' help you prepare for securing the job. Opportunity includes a guaranteed interview with employer.

Presentation and Assessments on **Tuesday 8<sup>th</sup> January 2019 at 10am**  
Birmingham Metropolitan College, Matthew Boulton Campus, 4 Jennens Road, Birmingham B4 7PS

Call BMet on **0121 362 1174** to [find out more](#) and book onto this session

BMet course	Qualification gained	Assessment Date	Start Date	Time & Duration	College Address
<b>Distance Learning Courses</b> ERG/34042 PRO-161656 <a href="#">info</a>	Various NCFE Certificates at Level 2	Wednesday 9th January at 10am	Ongoing start dates	Home based distance learning (recommended time for completion is 3-6 months)	James Watt College, Aldridge Road, Great Barr, Birmingham B44 8NE
<b>Manner Services Call Centre Work Academy</b> Job based in Smethwick	Level 1 Employability Skills (Guaranteed job interview)	Friday 4th January at 10am	Monday 7th January 2019	1 week course (Mon-Fri) 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Road, B'ham B4 7PS
<b>Business Administration</b> ERG/34656 PRO-016412 <a href="#">info</a>	Level 1 Award in Business & Administration	Monday 7 <sup>th</sup> January at 10am	Wednesday 9 <sup>th</sup> January 2018	3 days a week for 3 weeks (Wed/ Thurs/ Fri) 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Road, B'ham B4 7PS

BMet course title	Qualification gained	Assessment Date	Start Date	Time & Duration	College Address
<b>Horticulture</b> ERG/27557 Pro-016425 <a href="#">info</a>	Level 1 Certificate in Practical Horticulture Skills	Monday 7 <sup>th</sup> January at 9.30am	Monday 7 <sup>th</sup> January 2019	3 days a week for 6 weeks (Mon/ Wed/ Fri) 9.30am- 3.30pm	The Study Centre Botanical Gardens, Westbourne Rd, B'ham B15 3TR
<b>SIGMA Financial Group sbwa</b> ERG/35115 and Pro-228100 <a href="#">info</a>  Customer Advisor roles, £16,300 p/a	Level 1 Employability Skills with Finance Unit Level 1 Customer Service  Guaranteed interview upon course completion	Tuesday 8 <sup>th</sup> January at 10am  Or  Tuesday 22 <sup>nd</sup> January at 10am	Monday 14 <sup>th</sup> January  Or  Monday 28 <sup>th</sup> January	3 weeks in total Monday to Friday 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Road, Birmingham City Centre B4 7PS
<b>Food Safety</b> ERG/34117 Pro-016488 <a href="#">info</a>	HABC Level 2 Award in Food Safety	Wednesday 9 <sup>th</sup> January at 10am	Tuesday 15 <sup>th</sup> January 2019	1 day course 9.30am-4pm	Matthew Boulton College, 4 Jennens Road, B'ham B4 7PS
<b>Health and Safety at Work</b> ERG/28513 Pro-016491 <a href="#">info</a>	HABC Level 2 Award in Health and Safety in the Workplace	Wednesday 9 <sup>th</sup> January at 1pm	Friday 18 <sup>th</sup> January 2019	1 day course 9.30am-4.30pm	Matthew Boulton College, 4 Jennens Road, B'ham B4 7PS
<b>Retail Knowledge</b> ERG/20070 PRO-016512 <a href="#">info</a>	Level 1 Employability Skills for Working in the Retail Industry	Thursday 10 <sup>th</sup> January at 10am	Monday 14 <sup>th</sup> January 2019	5 days, Monday – Friday 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Road, B'ham B4 7PS
<b>NEW Support Work in Schools</b> ERG/35261 PRO-231712	Level 1 Award in Preparing to work in Schools	Thursday 10 <sup>th</sup> January at 12pm	Monday 14 <sup>th</sup> January 2019	1 day per week for 12 weeks (Mondays) 10.45am-2.30pm	Matthew Boulton College, 4 Jennens Road, B'ham B4 7PS
<b>NEW Childcare</b> ERG/33110 PRO-099700	Introduction to Early Years Setting Award Level 1	Thursday 10 <sup>th</sup> January at 12pm	February 2019 TBC	3 days a week for 2 weeks (Tues 9.30am-2.30pm)	Matthew Boulton College, 4 Jennens Road, B'ham B4 7PS
<b>Cleaning Operatives Skills</b> ERG/20123 PRO-016478 <a href="#">info</a>	Level 1 Award in Introduction to the Facilities Industry Level 1 Award in Practical Cleaning Skills	Wednesday 16 <sup>th</sup> January at 10am	Monday 21 <sup>st</sup> January	2 weeks, 3 days a week (Mon/ Tues/Wed) 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Road, B'ham B4 7PS
<b>Carpentry Skills</b> ERG/31986 PRO-032583 <a href="#">info</a>	C&G Level 1 Certificate in Construction	Tuesday 22 <sup>nd</sup> January at 10am	Monday 4 <sup>th</sup> February 2019	9 wks, 2.5 days a week, Mon/ Tues 8.30am-3.30pm Wed 8.30am-12pm	Erdington Skills Centre, Edwards Road, Birmingham B24 9EW
<b>Plumbing Skills</b> ERG/29756 PRO-016463 <a href="#">info</a>	C&G Level 1 Certificate in Construction	Tuesday 22 <sup>nd</sup> January at 12pm	Monday 4 <sup>th</sup> February 2019	9 wks, 2.5 days a week, Mon/ Tues 8.30am-3.30pm Wed 8.30am-12pm	Erdington Skills Centre, Edwards Road, Birmingham B24 9EW
<b>Electrical Skills</b> ERG/30731 Pro-017768 <a href="#">info</a>	C&G Level 1 Certificate in Construction	Tuesday 22 <sup>nd</sup> January at 10am	Monday 4 <sup>th</sup> February 2019	9 wks, 2.5 days a week, Mon/ Tues 8.30am-3.30pm Wed 8.30am-12pm	Erdington Skills Centre, Edwards Road, Birmingham B24 9EW

Call 0121 362 1174 to book an assessment for a course. Visit the website for more information:

[www.bmet.ac.uk/jobseekers](http://www.bmet.ac.uk/jobseekers)

BMet course	Qualification gained	Assessment Date	Start Date	Time & Duration	College Address
<b>Health and Social Care</b> ERG/33731 Pro-016432 <a href="#">info</a>	Level 1 Cert in Health and Social Care Level 1 Employability Skills	Monday 28th January 2018 at 9.30am	Monday 4th February	4 weeks (Monday to Friday) 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Road, Birmingham City Centre B4 7PS
<b>ESOL</b> ERG/34605 PRO-016476 <a href="#">info</a>	ESOL qualification (Speaking & Listening)	Interview dates on Mondays-call for details	Ongoing start dates	8 weeks, 2 days a week (various days) 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Road, B'ham B4 7PS
<b>IT Skills for Job Search</b> ERG/33657 Pro-016502 <a href="#">info</a>	Entry 3 Award in IT users (Using Email, Job Search with 'Find a Job')	Wednesday 6th February at 10am	Monday 25th February 2019 (TBC)	7 weeks, 2 days a week (Mondays & Tuesdays) 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Rd, B'ham B4 7PS
<b>Improving Microsoft Office Skills Level 1</b> ERG/35260 PRO- 231700 <a href="#">info</a>	Level 1 Award for IT Users (covers MS Word, Excel and PowerPoint)	Wednesday 6th February at 1pm	Thursday 28th February 2019 (TBC)	5 weeks, 2 days a week (Thursdays 12.15-4.15pm and Fridays 9am-3.45pm)	Matthew Boulton College, 4 Jennens Rd, B'ham B4 7PS
<b>English for Work</b> ERG/34682 PRO-134279 <a href="#">info</a>	Functional Skills Literacy from Entry Level 2 to Level 2	Wednesday 6th February 2019 at 10.30	Monday 11th February 2019	8 weeks, 2 days a week (Mon/ Fri) 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Road, B'ham B4 7PS
<b>Maths for Work</b> ERG/33654 PRO-134272 <a href="#">info</a>	Functional Skills Numeracy from Entry Level 2 to Level 2	Thursday 7th February at 10am	Wed 13th February 2019	8 weeks, 2 days a week (Wed/ Thurs) 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Rd, B'ham B4 7PS
<b>Rail Engineering Maintenance</b> ERG/34475 PRO-193438 <a href="#">info</a>	Level 2 Certificate in Railway Engineering Underpinning Knowledge  Level 2 Diploma Rail Engineering Track Maintenance  PTS funding available upon successful completion of course	Wednesday 27th February at 10am	Monday 4th March 2018	8 weeks Monday-Friday 9am-4pm	James Watt College, Aldridge Road, Great Barr, Birmingham B44 8NE

### BMet Apprenticeships

You can view our latest apprenticeships by clicking [here](#). We have vacancies in Beauty, Business Administration, Customer Service, Dental Nursing, Childcare, Engineering, Horticulture, Paralegal, Pharmacy, Vehicle Maintenance and Warehousing.

Entry requirements vary. A minimum of five GCSEs including grades A-D in English and Maths (or equivalent level qualifications) is a usual benchmark of what is required.

For more information about BMet Apprenticeships, see [www.bmet.ac.uk/courses/apprenticeships](http://www.bmet.ac.uk/courses/apprenticeships)

## DISTANCE LEARNING COURSES at James Watt College- ERG/34042 PRO-161656

We offer home-based learning courses. You can gain an accredited NCFE qualification and have the flexibility to complete the course in your own time and in the comfort of your own home. You'll have an assigned, qualified assessor to offer plenty of support, guidance and feedback.

Come to enrol on **Wednesday 9<sup>th</sup> January 2019 at 10.30am**, from James Watt College, Aldridge Road, Great Barr, Birmingham B44 8NE(25 mins from City Centre- catch bus no. 997 from CS2 on Corporation Street). Call us to find out more.

NCFE Level 2 Certificates in the following:

- Understanding Autism
- Mental Health
- Principles of Dementia Care
- Equality & Diversity
- Learning Disabilities
- Understanding End of Life Care
- Handling Medication
- Customer Service Knowledge
- Certificate in Care and Management of Diabetes
- Principles of the Prevention & Control of Infection
- Team Leading Knowledge
- Nutrition and Health
- Common Health Conditions
- Principles of Care Planning

For more information and to apply online, visit [www.bmet.ac.uk/our-courses/courses-for-19/distance-learning-courses/](http://www.bmet.ac.uk/our-courses/courses-for-19/distance-learning-courses/)

## Adult Prospectus and Enrolment in January 2019

You can download our Adult Prospectus at <https://www.bmet.ac.uk/wp-content/uploads/2018/12/Adult-Prospectus-Jan-2019.pdf> Lots of courses available, including ESOL, English and Maths from all main campuses.

Enrolment times and dates available at [www.bmet.ac.uk/open-events-enrolment/enrolment/january-enrolment/](http://www.bmet.ac.uk/open-events-enrolment/enrolment/january-enrolment/)



### Job Clubs every Tuesday and Thursday 3pm-5pm

JobSkills@BMet, Jennens Road, Birmingham B5 5JR (opposite Matthew Boulton College)

We will be running job clubs from our dedicated Adult Learning Centre, Jobskills@BMet, on Tuesdays and Thursdays between 3pm-5pm throughout 2019. This is an opportunity for existing learners to use our facilities to apply for jobs and get support with finding work opportunities.

No booking required. Job Seekers most welcome!

For more information, contact [bobby.birdi@bmet.ac.uk](mailto:bobby.birdi@bmet.ac.uk)

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