

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

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.

We are currently offering training in **Health and Social Care, Business Administration, Rail Engineering, Plumbing, Carpentry, Electrical Skills, Food Safety, Health and Safety, Support Work in Schools** and **Horticulture**. We also have course dates for **ESOL, English, Maths** and **Basic IT**, plus an excellent Intermediate IT course covering Microsoft Word and Excel.

If you're looking for **Hospitality** or **Retail** work, we have new programmes with additional support to help you find and apply for jobs. We are working with employers to give people the best chance of securing work in these areas.

Your course is funded if you're aged 19 years and over (before 31st 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. 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 22nd January 2019 at 10am** or **Tuesday 5th February 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
ESOL ERG/34605 PRO-016476 info	ESOL qualification (Speaking & Listening)	Interview dates on Mondays- call for details	On-going start dates	8 weeks, 2 days a week (various days) 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Road, Birmingham B4 7PS
Health and Social Care ERG/33731 Pro-016432 info	Level 1 Cert in Health and Social Care Level 1 Employability Skills	Monday 28th January at 9.30am	Monday 4th February 2019	4 weeks, 4 days a week (Mon, Wed, Thurs and Friday) 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Road, Birmingham City Centre B4 7PS
NEW Step into Hospitality ERG/35301 PRO- 232221 With JOB SUPPORT	Level 1 Introduction to the Hospitality Sector Level 1 Extended Certificate in Employability Skills	Tuesday 29th January at 10am	Monday 4th February	2 weeks Monday-Friday 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Road, Birmingham City Centre B4 7PS

BMet course title	Qualification gained	Assessment Date	Start Date	Time & Duration	College Address
SIGMA Financial Group sbwa ERG/35115 Pro-228100 info Customer Advisor roles, £16,300 p/a	Level 1 Employability Skills with Finance Unit Level 1 Customer Service Guaranteed interview upon course completion	Tuesday 22 nd January at 10am	Monday 28 th January 2019	3 weeks in total Monday to Friday 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Road, Birmingham City Centre B4 7PS 
Business Administration ERG/34656 PRO-016412 info	Level 1 Award in Business & Administration	Wednesday 30 th January at 10am	Wednesday 6 th February 2019	3 days a week for 3 weeks (Wed/ Thurs/ Fri) 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Rd, Birmingham B4 7PS
NEW Supermarket Skills Training ERG/35302 PRO- 232222 With JOB SUPPORT	Level 1 Certificate in Skills for Working in the Retail Industry Level 1 Certificate in Employability Skills	Wednesday 20 th February at 10am	Monday 25 th February 2019	2 weeks Monday-Friday 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Road, Birmingham City Centre B4 7PS
Distance Learning Courses ERG/34042 PRO-161656 info	Various NCFE Certificates at Level 2	Wednesday 6 th February at 10.30am	On-going start dates	Home based distance learning (recommended time for completion is 3-6 months)	James Watt College, Aldridge Road, Great Barr, Birmingham B44 8NE
IT Skills for Job Search ERG/33657 Pro-016502 info	Entry 3 Award in IT users (Using Email, Job Search with 'Find a Job')	Wednesday 6 th February at 10am	Monday 25 th February 2019	7 weeks, 2 days a week (Mondays & Tuesdays) 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Rd, Birmingham B4 7PS
Improving Microsoft Office Skills Level 1 ERG/35260 PRO- 231700 info	Level 1 Award for IT Users (covers MS Word, Excel and PowerPoint)	Wednesday 6 th February at 1pm	Thursday 28 th February 2019	5 weeks, 2 days a week (Thursdays 12.15-4.15pm and Fridays 9am-3.45pm)	Matthew Boulton College, 4 Jennens Rd, Birmingham B4 7PS
English for Work ERG/34682 PRO-134279 info	Functional Skills Literacy from Entry Level 2 to Level 2	Wednesday 6 th February at 10.30am	Monday 11 th February 2019	8 weeks, 2 days a week (Mon/ Fri) 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Rd, Birmingham B4 7PS
Maths for Work ERG/33654 PRO-134272 info	Functional Skills Numeracy from Entry Level 2 to Level 2	Thursday 7 th February at 10am	Wed 13 th February 2019	8 weeks, 2 days a week (Wed/ Thurs) 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Rd, Birmingham B4 7PS
Food Safety ERG/34117 Pro-016488 info	HABC Level 2 Award in Food Safety	Friday 8 th February at 10am	Thursday 14 th February	1 day course 9.30am-4pm	Matthew Boulton College, 4 Jennens Road, B'ham B4 7PS
Health and Safety at Work ERG/28513 Pro-016491 info	HABC Level 2 Award in Health and Safety in the Workplace	Friday 8 th February at 1pm	Friday 15 th February	1 day course 9.30am-4.30pm	Matthew Boulton College, 4 Jennens Road, B'ham B4 7PS
Horticulture ERG/27557 Pro-016425 info	Level 1 Certificate in Practical Horticulture Skills	Monday 25 th February at 9.30am	Monday 25 th February 2019	3 days a week for 6 weeks (Mon/ Wed/ Fri) 9.30am- 3.30pm	The Study Centre Botanical Gardens, Westbourne Rd, Birmingham B15 3TR
Childcare ERG/33110 PRO-099700	Introduction to Early Years Setting Award Level 1	Wednesday 6 th March at 11am	Tuesday 12 th March	3 days a week for 3 weeks (Tues, Wed, Thurs) 9.30am-2.30pm	Matthew Boulton College, 4 Jennens Rd, Birmingham B4 7PS

BMet course	Qualification gained	Assessment Date	Start Date	Time & Duration	College Address
Cleaning Operative Skills ERG/20123 PRO-016478 info	Level 1 Award in Introduction to the Facilities Industry Entry 3 Practical Cleaning Skills	Tuesday 26th February at 10am	Monday 4 th March	2 weeks, Week 1 (Mon- Wed) Week 2 (Mon-Thurs) 9.30am-3.30pm	Matthew Boulton College, 4 Jennens Rd, Birmingham B4 7PS
Plumbing Skills ERG/29756 PRO-016463 info	C&G Level 1 Certificate in Construction	Tuesday 2 nd April at 12pm	Monday 29 th April 2019	9 wks, 2.5 days a week, Mon/ Tues 8.30am-3.30pm Wed 8.30am-12pm	Erdington Skills Centre, Edwards Rd, Birmingham B24 9EW
Electrical Skills ERG/30731 Pro-017768 info	C&G Level 1 Certificate in Construction	Tuesday 2 nd April at 12pm	Monday 29 th April 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
Painting & Decorating ERG/29755 PRO-016453 info	C&G Level 1 Certificate in Construction	Tuesday 2 nd April at 10am	Monday 29 th April 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
Carpentry Skills ERG/31986 PRO-032583 info	C&G Level 1 Certificate in Construction	Tuesday 2 nd April at 10am	Monday 29 th April 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
Rail Engineering Maintenance ERG/34475 PRO-193438 info	Level 2 Certificate in Railway Engineering Underpinning Knowledge Level 2 Diploma Rail Engineering Track Maintenance PTS funding available upon successful completion of course	Friday 3 rd May at 10am	Monday 13 th May 2019	8 weeks Monday-Friday 9am-4pm	James Watt College, Aldridge Road, Great Barr, Birmingham B44 8NE

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 6th February 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 info and to apply online, visit www.bmet.ac.uk/our-courses/courses-for-19/distance-learning-courses/

JOB CLUB every Tuesday and Thursday 3pm-5pm

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

We will be running job clubs on Tuesdays and Thursdays between 3pm-5pm. 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



Step into Hospitality

ERG/35301 PRO- 232221

Pre-Employment Training with Job Support at BMet

Start Date: Monday 4th February 2019

Initial Assessment: Tuesday 29th January at 10am

BMet are delivering a Hospitality course for jobseekers who would like to work in restaurants, cafes, hotels, pubs, fast food or within tourism. We have experienced tutors, with hospitality experience, to help you develop new skills and identify the right behaviours for these jobs.

The 2 week training course will include the following:

- Introduction to the Hospitality Industry
- Applying for a job, with help to apply for online vacancies Interview skills with mock interview support and detailed 1-2-1 feedback
- Support with identifying local job opportunities

There will be a comprehensive job support programme in place to ensure we help each learner with reaching employers and getting interviews. BMet have worked successfully to train jobseekers for hospitality jobs at **University of Birmingham, Stonegate Pubs, Subway, McDonalds, Park Regis, Wetherspoon, Costa Coffee and Nando's.**

Join us for the initial assessment on 29th January 2019 at 10am. Call now to book your place.

Initial Assessment: Tuesday 29th January at 10am

Based at: Matthew Boulton College, 4 Jennens Rd, Birmingham B4 7PS

Start Date: Monday 4th February **End Date:** Friday 15th February **Course times:** 9.30am-3.30pm

Book a place: call the Job Skills team on **0121 362 1174** or apply online at www.bmet.ac.uk/jobseekers

For further information, please email bobby.birdi@bmet.ac.uk



Supermarket Training

ERG/35302 PRO- 232222

Pre-Employment Training with Job Support at BMet

Start Date: Monday 25th February 2019

Initial Assessment: Wednesday 20th February at 10am

BMet are delivering a Supermarket focused pre-employment training course, for jobseekers who would like to work in supermarkets. We have a course designed specifically to give people awareness of the industry and job roles and skills to be successful in securing a job.

Some of the units on the course include the following:

- Introduction to retail
- Introduction to Customer Service
- Business and customer awareness
- Interview Skills
- Effective Communication

There will be job support in place to ensure each learner is given help to reach employers and get job interviews. The course will include the following:

- Ensuring a good, workable CV for a supermarket job interview
- Mock interview with detailed 1-2-1 feedback
- Support with identifying local job opportunities
- Help to complete online job application forms

Join us for the initial assessment on 20th February at 10am. Call now to book your place.

Initial Assessment: Wednesday 20th February at 10am

Based at: Matthew Boulton College, 4 Jennens Rd, Birmingham B4 7PS

Start Date: Monday 25th February **End Date:** Friday 8th March **Course times:** 9.30am-3.30pm

Book a place: call the Job Skills team on **0121 362 1174** or apply online at www.bmet.ac.uk/jobseekers

For further information, please email bobby.birdi@bmet.ac.uk

Call 0121 362 1174 to book an assessment for a course. Visit the website for more information: www.bmet.ac.uk/jobseekers