



Skills Programme

Enhance your skills to gain employment



**Forster
Community College**
Inspiring Learning and Supporting
Communities to Prosper

www.forster.ac.uk

School of Business Enterprise and Skills, designed to assist you towards employment

The curriculum is designed to assist you in moving towards employment by helping you develop your skills and expand your potential. Over the past 30 years the College has been dedicated to helping individuals to find work in Bradford. We offer short part-time effective qualifications such as Maths, English, Employability Awards and a range of ICT and digital skills qualifications. There is bound to be something to suit your needs.

Here at Forster Community College, we're committed to going the extra mile in providing a quality learning experience so that you can go further in life and work. Students of all ages study at the College, either as individuals, with friends, or with work colleagues. Coming to College offers many opportunities for you as a student and it also marks the start of a more independent life in a friendly environment.



FREE Places Available on selected courses please call us for more information

Level 1 Award in Employability Skills

Course Description:

The Level 1 Award in Employability Skills helps you explore a broad range of essential skills including job search, personal preparation for employment, self-improvement and effective behaviour at work. The qualifications are flexible by nature and include a range of optional units that can be selected and tailored towards individual learners. If you are currently unemployed and looking for that edge to help you back into employment, this course is ideal for you. You may want to consider taking an ICT, Maths or English course at the same time to really boost your skills.

Day	Time	Qualification Title inc level	Course Code	Start Date	End Date	Fee	Venue
Mon	10.00 till 15.00	Award in Employability Skills Level 1	I4LL106CE	26/09/11	21/11/11	£160	Main Campus

Level 1 Award in Job Search and Interview Skills

Course Description:

This qualification has two units; preparing to achieve own job goals and promoting yourself and preparing for a job interview.

The preparing to achieve own job goals unit helps you to identify the skills and qualities needed to achieve your job goals. You will identify your own skills and qualities applicable to the workplace and identify job goals that are relevant.

The promoting yourself and preparing for a job interview unit will give you the knowledge and skills needed to search for and apply for job vacancies. You will also know how to prepare for an interview and will be able to conduct yourself in an interview situation and review your performance.

There are no requirements for this qualification: However you may want to consider taking an ICT, Maths or English course at the same time, to really boost your skills.

Day	Time	Qualification Title inc level	Course Code	Start Date	End Date	Fee	Venue
Thurs	10.00 till 15.00	Award in Job Search & Interview Skills Level 1	I4LL101INT	29/09/11	17/11/11	£115	Main Campus

* Selected courses only. Subject to funding rules & personal circumstances. Please contact the College for more information.



Skills for Life (Maths & English) Entry Level 3 to Level 2

Course Description:

Do you need help to improve your English and Maths (Skills for Life)? If the answer is yes, then this course is for you.

All Skills for Life courses are designed around you, and are flexible enough to meet your individual needs whatever your age or ability. You will work at your own pace, start the course when it suits you, and take your exams whenever you are ready. The courses all have ICT skills built into them, so you will have the opportunity to improve your confidence with computers while you study. This course is assessed in a single exam at the end of the course. Paper based or computer based assessment exams are available.

Entry Requirements:

There are no formal qualifications required.

Progression Route:

Progress onto a higher Level qualification



Day	Time	Qualification Title inc level	Course Code	Start Date	End Date	Fee	Venue
Tues am and Thurs pm	9.30 till 12.30 1.30 till 4.30	Entry Level 3 to Level 2 Numeracy and or Literacy	English 14LNA01LIT Maths 14LNA01NUM	Roll On from 27/09/11	Roll Off	Free	Main Campus

* Selected courses only. Subject to funding rules & personal circumstances. Please contact the College for more information.

Computing & Online Basics

Course Description:

Computing & Online Basics qualifications provide the foundation of computer and online use to individuals with a low confidence or knowledge when using a computer. The course is split into 8 units over a 78 page workbook which guides the individual through the following subjects:

- Unit 1 – Computer Basics
- Unit 2 – Desktop
- Unit 3 – Windows
- Unit 4 – Document Creation
- Unit 5 – File Handling
- Unit 6 – The Internet
- Unit 7 – Web Browsing
- Unit 8 – Email

Entry Requirements:

No formal qualifications are required for this course just a passion to learn new ICT skills, though you will need basic Maths and English skills. Assessment will be done via completion of the paper based workbook.

Progression Route:

Why not move onto Award in Using ICT or Level 1 e-Type qualification.



Day	Time	Qualification Title inc level	Course Code	Start Date	End Date	Fee	Venue
Fri am	9.30 till 12.30	BCS Computer and Online Basics Entry Level 3	06LE301CO	30/09/11	28/10/11	£70	Main Campus

* Selected courses only. Subject to funding rules & personal circumstances. Please contact the College for more information.



Entry Level Award in using ICT

Course Description:

This course will help you develop your practical skills in using common software applications for a purpose. You will learn how to operate ICT equipment correctly and safely while developing your own confidence with computers. The assessment is based on a portfolio produced throughout the course.

- Displaying Information Using ICT
- Using ICT to Find Information
- Producing Charts Using ICT

Entry Requirements:

No formal qualifications are required for this course, although you will need basic Maths and English skills.

Progression Route:

Why not move onto Level 1 ITQ or Level 1 e-Type qualification.



Day	Time	Qualification Title inc level	Course Code	Start Date	End Date	Fee	Venue
Fri am	9.30 till 12.30	Award in Using ICT (AUICT) Entry 3	06LE313AUICT	04/11/11	10/02/12	£160	Main Campus

* Selected courses only. Subject to funding rules & personal circumstances. Please contact the College for more information.

e-Type Level 1 & 2

Course Description:

e-Type is a flexible and fun way to learn how to touch-type. Ideal for those working or looking to work in an office environment. The Level 1 is perfect for beginners as an introduction to a computer and for those who've used computers for years but are two-finger typists. The Level 2 is for more experienced ICT users wanting to gain an internationally recognised and valued qualification to prove their keyboarding skills. A very short assessment is done electronically at the end of the course.

Entry Requirements:

No formal ICT skills are required for this qualification but it is advisable to have a level 1 in adult literacy (gcse grade d-e) or higher.

Progression Route:

Move onto Level 1 or Level 2 ITQ qualifications for a more in depth knowledge of ICT.



Day	Time	Qualification Title inc level	Course Code	Start Date	End Date	Fee	Venue
Mon	1.30 - 4.30	BCS e-Type Level 1	06LL101ET	03/10/11	19/12/11	£95	Main Campus
Mon	1.30 - 4.30	BCS e-Type Level 2	06LL201ET	03/10/11	19/12/11	£155	Main Campus

Level 1 Award in Using ICT or Level 2 Certificate in Using ICT

Course Description:

These ICT qualifications provide learners with the opportunity to learn skills in a range of software applications. It is the ideal progression route for individuals who have achieved a lower level ICT qualification. It is suitable for adults who wish to access and develop their computing skills for education, employment and recreation purposes. The assessment is evidence based portfolio.

Day	Time	Qualification Title inc level	Course Code	Start Date	End Date	Fee	Venue
Thurs	1.30 - 4.30	Award in Using ICT (ITQ Level 1)	06LL101AUICT	06/10/11	22/03/12	£225	Main Campus
Tues	9.30 - 12.30	Certificate in Using ICT (ITQ Level 2)	06LL201UICT	04/10/11	31/07/12	£385	Main Campus

* Selected courses only. Subject to funding rules & personal circumstances. Please contact the College for more information.



Digital Imaging Level 1

Course Description:

On this course you will learn how to edit photographs, create eye catching posters and flyers, and create original digital artwork using Photoshop and other easily available image editing programmes. This course is ideal for complete beginners.

It will give you a good understanding of the basics of Photoshop and enable you to progress to further qualifications or make more informed career choices. There are no formal exams to be taken. You will complete a series of short assignments and compile a workbook. To ensure you get the most from your course you will need some existing computer skills and a basic level of literacy and numeracy. Familiarity with the internet and email would be useful.

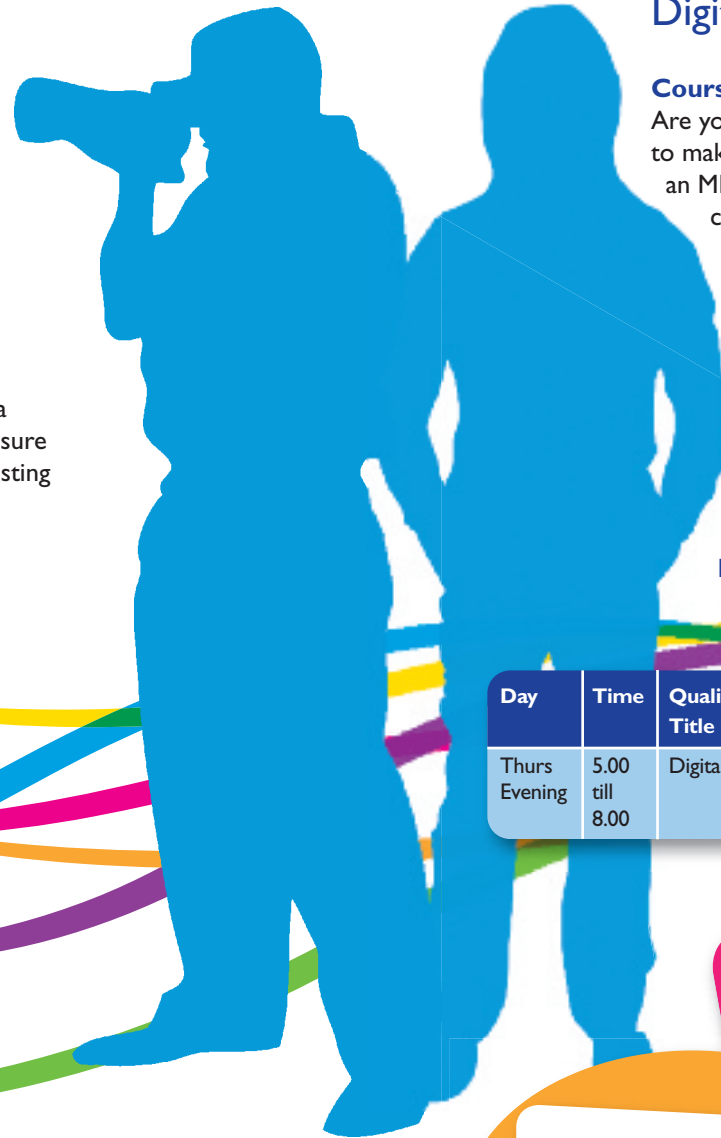
Entry Requirements:

No formal qualifications are required for this course.



Day	Time	Qualification Title inc level	Course Code	Start Date	End Date	Fee	Venue
Wed	9.30 till 4.30	Digital Imaging Level 1 (NCFE)	09LL103ACCDI	05/10/11	14/03/12	£210	Main Campus

* Selected courses only. Subject to funding rules & personal circumstances. Please contact the College for more information.



Digital skills

Course Description:

Are you interested in learning more about social networking or how to make free video calls online? Or would you like to learn how to use an MP3 player / iPod and organise and transfer music using your computer? Do you ask what social networking or Facebook is?

Digital Skills is the new Entry Level course that covers these skills and many more, across a range of engaging and easy-to-learn units. Digital Skills is suitable for people of all ages and abilities and has been designed to be as accessible as possible. The course is currently being developed as an Entry Level Qualification (with an embedded assessment).

Entry Requirements:

No formal qualifications are required for this course.

Progression Route:

Why not move onto Level 1 ITQ or Level 1 e-Type qualification.

Day	Time	Qualification Title inc level	Course Code	Start Date	End Date	Fee	Venue
Thurs Evening	5.00 till 8.00	Digital Skills	06LE301DS	29/09/11	31/05/12	£325	Main Campus

For full information see our "Joining a course at Forster Community College" information sheet also available on our website: www.forster.ac.uk/join

To apply send in the attached application form **at least 2 weeks before the course starts**

If you would like any assistance with your application or have any questions give us a call on **01274 308 707**



Raising Our Rafters Appeal

After almost 140 years of wear and tear, our roof is in need of immediate attention. We urgently need your support.

£30,000 is required

in order to carry out all the essential work and repairs

To contribute or organise a fundraising event, please contact

Sheila Philpott, CEO
Forster Community College,
2 Captain Street, BDI 4EL

or Telephone: **01274 308 707** Email: ceo@forster.ac.uk
Text: "FUTURE" to **07907 890 307**



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ECDL Fast Track Master Class

Course Description:

ECDL Essentials an excellent introduction to the world of ICT, with units covering the fundamentals of using ICT, with a particular focus on the first steps in using a computer, explanations of the internet and email and how they can be used safely and productively.

ECDL Extra builds on the your initial experience and basic knowledge and improves your understanding of computer applications including word-processing, spreadsheets and presentation software. Although ECDL Extra is a fixed combination, the achievement can be used towards a flexible level 2 diploma or as credit transfer towards higher level ITQ qualification.



Day	Time	Qualification Title inc level	Course Code	Start Date	End Date	Fee	Venue
Tues	5.00 - 8.00	ECDL Essentials Level 1	06LL105ECDLE	27/09/11	06/03/12	£160	Main Campus
Tues	5.00 - 8.00	ECDL Extra Level 2	06LL205ECDLX	27/09/11	17/07/12	£320	Main Campus

* Selected courses only. Subject to funding rules & personal circumstances. Please contact the College for more information.

Local Business and Community Services

The College is dedicated to the people, communities and businesses of Bradford. Here you will find a selection of services we offer to support local businesses and community organisations. When cost cutting is on most agenda's shared and outsourced services are a cost effective way to ensure you can maintain that all important service delivery.

Room Hire – Range of rooms and equipment to suit your needs.

Administration Services – Outsource your administration work for a cost effective solution.

Exam Service – we are accredited with a selection of exam bodies. If you are a small education organisation we can offer a cost effective accreditation service including optional invigilation staffing and suitable exam rooms.

Initial Assessment Service – access to BKSB online initial assessments and diagnostics.

Observation of Teaching and Learning Outsourcing – an independent and cost effective way to manage your teaching quality.

Data Management Service – a fully serviced further education and adult safeguarded learning data management system with custom reporting and access options.

