



**JOBS**

Go Train's aim is to support people into a new job, quickly and efficiently.



**SUCCESS**

Up to 75% of our learners go on to find new jobs after training.



**QUALIFICATIONS**

Go Train delivers 22,000 qualifications a year - skills employers want.



**INDIVIDUAL**

Individual advice and guidance is at the heart of what we do.



**CONVENIENT**

Our centres are local, in the high street and easy to find.



**ENJOYABLE**

Centres are just for adults and are welcoming, as well as effective.

**WORK FIT & KIT**

**Course length:** 6 Weeks

**Good for:** All Claimants

**TRAINING AND TOOLS FOR A NEW JOB AND A NEW YOU**

- Digital job search
- Create a job ready digital profile
- Update your digital CV
- Present yourself effectively to employers
- Digital tools – phone and tablet for a new professional you
- Stay in shape and stay healthy for your new role
- Gain confidence and set goals for your new life

**GOAL**

Skills and tools to find a job in the new digital employment market. Create a digital job ready profile to succeed.

*City & Guilds Certificates*



Includes Kindle Fire 7 HD Tablet, Touch Screen Android Mobile Phone and Fitness Tracker with Heart Beat Monitor once you have achieved your 6 week course.



TAKING CONTROL	CHOICES, OPPORTUNITIES & GOALS		GOAL
<p><b>Course length:</b> 1 Week</p> <p><b>Good for:</b> Work Programme Completers, Lone Parents, ESA, IS, ESA to JSA, UC</p>	<ul style="list-style-type: none"> <li>• Making the best choices &amp; identifying opportunities</li> <li>• Setting personal goals and measuring progress</li> <li>• Interacting effectively with others</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding your own needs</li> <li>• Managing health conditions and other issues</li> <li>• Understanding society &amp; living in the community</li> </ul>	<p>Understanding yourself, how you fit in with society and what you can contribute: taking control and planning your progress</p> <p><b>Certificate in Progression Entry Level 3</b></p>

MY JOURNEY	INDEPENDENCE, CONFIDENCE & MOTIVATION SKILLS		GOAL
<p><b>Course length:</b> 1 Week</p> <p><b>Good for:</b> Work Programme Completers, Lone Parents, ESA, IS, ESA to JSA, UC</p>	<ul style="list-style-type: none"> <li>• Motivation and self-esteem</li> <li>• Confidence building</li> <li>• Know what support is available</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding how you learn best</li> <li>• Making the right choices for your future</li> <li>• Learning how to take control of your life</li> </ul>	<p>Motivate yourself to prepare for the future, taking responsibility and building confidence for your journey</p> <p><b>Certificate in Skills for Independent Living Entry Level 3</b></p>

NEXT STEPS	STEPS	STEP UP	GOAL
<p><b>Course length:</b> 3 Weeks</p> <p><b>Good for:</b> Work Programme Completers, Lone Parents, ESA, IS, ESA to JSA, UC</p>	<ul style="list-style-type: none"> <li>• Confidence building</li> <li>• Life skills</li> <li>• Foundation IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Positive attitude and behaviour</li> <li>• Motivation and self esteem</li> <li>• Developing resilience</li> </ul>	<p>Positive, ready for work</p> <p><b>City &amp; Guilds Certificate ASCENTIS Level 1 Certificate</b></p>

<p><b>INTRODUCING ENTERPRISE</b></p>	<p><b>FIRST MOVEMENT INTO SELF-EMPLOYMENT AND THE GIG ECONOMY</b></p>						<p><b>GOAL</b></p>
<p><b>Course length:</b> 1 Week</p> <p><b>Good for:</b> All Claimants, Lone Parents, 26+ Weeks</p>	<ul style="list-style-type: none"> <li>• Introduction to self-employment – how to be successful</li> <li>• How to plan and manage</li> <li>• How a business is organised</li> </ul>				<ul style="list-style-type: none"> <li>• Marketing Products and Services</li> <li>• How to handle money securely and accurately in a sales situation</li> <li>• Dealing with problems and identifying solutions in business</li> </ul>		<p>Learn about enterprise and self-employment: if it is right for you and how to make the most of your talents.</p> <p><b>Certificate in Enterprise EL3</b></p>
<p><b>PATHWAYS TO EMPLOYERS/ WORKWISE</b></p>	<p><b>IAG</b></p>		<p><b>INDIVIDUAL LEARNING PLAN</b></p>				<p><b>GOAL</b></p>
<p><b>Course length:</b> 2-6 Weeks</p> <p><b>Good for:</b> All Claimants, JSA, IS, UC, Work Programme Completers</p>	<ul style="list-style-type: none"> <li>• Individual learning plan &amp; career assessment</li> <li>• Overcoming obstacles to employment</li> </ul>		<ul style="list-style-type: none"> <li>• Core skills (IT, literacy, numeracy)</li> <li>• Vocational Skills (e.g. Retail, Hospitality, Customer Service, Care, Transport and Logistics etc)</li> <li>• Personalised CVs, application letters and interview preparation</li> <li>• Supported job search</li> <li>• Employer interviews begin after 2 to 6 weeks</li> </ul>				<p>Work ready, job outcome and into work with chosen employer</p> <p><b>City &amp; Guilds Certificates:</b> <b>IT Training EL2&amp;3</b> <b>Employability EL3</b> <b>Customer Service EL3</b> <b>Core Skills (Level based on ability)</b></p>
<p><b>PRE-EMPLOYMENT TRAINING &amp; RECRUITMENT</b></p>	<p><b>CORE SKILLS</b></p>	<p><b>VOCATIONAL SKILLS</b></p>	<p><b>EMPLOYER JOB BRIEFING</b></p>	<p><b>WORK EXPERIENCE</b></p>	<p><b>INTERVIEW PREPARATION</b></p>	<p><b>INTERVIEW &amp; WORK TRIAL</b></p>	<p><b>GOAL</b></p>
<p><b>Course length:</b> 2-6 Weeks</p> <p><b>Good for:</b> All Claimants, UC, 0-12 Weeks, 13-26 Weeks, 26+ Weeks, Work Programme Completers</p>	<ul style="list-style-type: none"> <li>• Functional skills for the workplace, including IT, literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Employer skills e.g. hospitality, customer service, retail, care, logistics, tourism</li> </ul>	<ul style="list-style-type: none"> <li>• Employer will engage with candidates and brief them on the job role</li> <li>• Supported job search</li> </ul>	<ul style="list-style-type: none"> <li>• Depending on vacancy - in work or simulated work experience (SBWA)</li> </ul>	<ul style="list-style-type: none"> <li>• CV preparation, company and role research, interview practice</li> <li>• Supported job search</li> </ul>	<ul style="list-style-type: none"> <li>• Employer will interview and offer work trial (SBWA) or job offer (PET)</li> </ul>	<p>Job outcome either with one specific employer or with employers in the same sector</p> <p><b>City &amp; Guilds Certificates:</b> <b>Vocational Skills L1</b> <b>Core Skills EL2&amp;3</b></p>



PITCH & WIN	PRESENTING YOURSELF EFFECTIVELY TO GET THAT JOB	GOAL
<p><b>Course length:</b> 3 Weeks</p> <p><b>Good for:</b> All Claimants</p>	<ul style="list-style-type: none"> <li>• Build confidence - talk and present effectively</li> <li>• Focus your energy and determination to impress your employer</li> <li>• Prospect for jobs - research and act</li> <li>• Sell yourself well to get that job</li> <li>• Learn how to close every interview opportunity</li> <li>• Build a winning digital job-seeking profile</li> </ul>	<p>Be job confident to win every job opportunity. Includes Kindle tablet to support your digital skills.</p> <p><i>City &amp; Guilds Certificates</i></p>

## BUILD YOUR OWN PROGRAMME

Build a personal learning programme which matches individual skills needs. Up to six weeks with interview practice and introductions to multiple employers included. Courses are available for all adults aged 19+, 40/50+, Lone Parents - with flexible hours to suit.

<p><b>INDEPENDENT LIVING</b> 1 WEEK</p> <ul style="list-style-type: none"> <li>• Know what motivates you</li> <li>• Build your confidence</li> <li>• Know what support you need</li> <li>• Making the best choices about your future life</li> </ul>	<p><b>CHARACTER EDUCATION</b> 1 WEEK</p> <ul style="list-style-type: none"> <li>• Communication and motivation</li> <li>• Personal presentation</li> <li>• Assertiveness and decision making</li> <li>• Interviewing &amp; showcasing your skills to employers</li> </ul>	<p><b>READY STEADY WORK</b> 2 WEEKS</p> <ul style="list-style-type: none"> <li>• Find a job service</li> <li>• Using IT skills to find work</li> <li>• CVs, Interviews and Applications</li> </ul>	<p><b>IT ENTRY TO LEVEL 1</b> 1 WEEK</p> <ul style="list-style-type: none"> <li>• IT skills for work</li> <li>• Microsoft Office- Word and Excel</li> <li>• IT to increase productivity</li> </ul>
<p><b>PROGRESSION</b> 1 WEEK</p> <ul style="list-style-type: none"> <li>• Making the best choices</li> <li>• Identifying opportunities</li> <li>• Setting personal goals</li> <li>• Measuring your progress</li> <li>• Interacting effectively with others</li> </ul>	<p><b>CUSTOMER SERVICE</b> 1 WEEK</p> <ul style="list-style-type: none"> <li>• Customer service skills and its use and relevance to multiple job roles</li> </ul>	<p><b>RETAIL</b> 1 WEEK</p> <ul style="list-style-type: none"> <li>• Essential skills to get a retail job and applying for retail jobs</li> </ul>	<p><b>EMPLOYABILITY</b> 1 WEEK</p> <ul style="list-style-type: none"> <li>• Overcoming barriers to work and sustaining employment</li> <li>• Personalised CV, cover letter and interview techniques</li> <li>• Accessing the hidden jobs market and networking</li> </ul>