

Four Counties Training Ltd (FCT) is working with the Learning and Skills Council and Go Skills, the sector skills council for Passenger Transport, to develop and deliver bespoke employability programmes aimed at working with long term unemployed, ethnic minorities and females within West London.

FCT works closely with employers to develop and deliver the employability programmes to recruit high quality candidates from hard to reach target groups to meet employers' recruitment needs.

The aim of these programmes are to:

- support the return to work of people not in employment, education or training;
- develop the personal skills and employability of candidates on the programme through the achievement of Level 1 Employability Adult Numeracy and Literacy qualifications;
- produce job-ready recruits with the relevant industry training and licences at the end of the programme.

The programmes are funded by the Learning and Skills Council London Region as part of its regional ESF programme.

## Programme Overview

An employability programme will generally consist of an induction, interactive classroom-based teaching and learning, use of simulations and work-experience placements.

During the programme candidates will complete the following qualifications as minimum plus relevant industry training and licences:

- City & Guilds Level 1 Certificate in Employability and Personal Development
- Level 1 Certificate in Adult Literacy or Key Skills Communication
- Level 1 Certificate in Adult Numeracy or Key Skills Application of Number

### Level 1 Certificate in Employability and Personal Development

The City and Guilds Level 1 Certificate in Employability and Personal Development is aimed at developing the essential basic skills necessary for getting, keeping and doing well in a job. They are the skills that all employers, regardless of industry, will look for in their employees and potential employees.

The award consists of 2 mandatory units and 3 optional units, which will be chosen in conjunction with employers and Go Skills. The award is assessed through a portfolio of evidence which candidates will put together during the programme.

### Level 1 Certificate in Adult Literacy / Key Skills Communication

The Level 1 Certificate in Adult Literacy is a nationally recognised qualification developed as part of the Government's Skills for Life strategy in England. The award will help the candidate to improve their reading, writing, speaking and listening as it focuses on the ability to:

- speak, listen and respond
- read and comprehend
- write and communicate

The Key Skills Communication award recognises the essential skills that enable learners to function effectively within work, education and everyday life.

The aim of this award is to encourage learners to develop and demonstrate their speaking, listening, reading and writing skills for different purposes and apply these skills in ways that are appropriate to their context.

## Level 1 Certificate in Adult Numeracy / Key Skills Application of Number

The Level 1 Certificate in Adult Numeracy is a nationally recognised qualification developed as part of the Government's Skills for Life strategy in England.

The award will help the candidate to make sense of maths and numbers in everyday situations as it focuses on the ability to:

- understand and use mathematical information
- calculate and manipulate mathematical information
- interpret results and communicate mathematical information

The Key Skills Application of Number award recognises the essential skills that empower learners to identify and apply numerical, graphical and related mathematical skills in situations that are relevant to them, their work, courses and everyday life.

The aim of the award is to enable learners to develop and demonstrate skills in collecting, interpreting and using information that involves numbers. The emphasis is not only on applying mathematical skills, but also on processing skills i.e. planning, carrying out specific calculations and presenting and interpreting results.

## Training and Support

The ethos of teaching and learning will be based on active learning approaches, where candidates plan, do and reflect on learning activities. Wherever possible, learning will be related to the practical world of work.

Additional support will be provided on the basis of individual need in order to prevent drop-out and to promote achievement.

## Contact

If you would like further information about developing an employability programme for your organisation please contact Joyce Dargie at FCT on:

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