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Ayrshire
College 

Community Course Information

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Introduction:

Ayrshire College is committed to delivering a quality learning experience for learners within the community. Courses are designed to assist those who are looking to return to the workplace by gaining knowledge and current accreditation, which in turn inspires confidence in the learner.

The College works in partnership with organisations within Ayrshire who identify suitable learners for courses. Although there are a number of established courses, further bespoke courses can be developed to provide the correct content, level and experience for learners. All courses can be delivered flexibly to meet the needs of partners and learners.

Community Courses and Awards

Health and Wellbeing Level 3

Who this course is aimed at:

Individuals who have been out of work for a significant period of time and/or have long-term health conditions that have presented a barrier to employment in the past.

Aims of the course are:

To assist participants in regaining a degree of self-confidence and awareness of their ability to re-engage with the employment market.

Content of Course:

Participants will explore a range of health and wellbeing topics with a view to participating in straightforward activities. These are aimed at raising participant's awareness of health and wellbeing choices that can impact on life chances and opportunities.

Activities include:

- Keeping an activity diary
- Exploring diet and hydration
- Exploring positive psychologies

On completion participants will be able to:

Use practical skills in managing negative thoughts and moods and be ready to take the next step towards employability.

Qualifications attached to this course:

| | | |
|---|----------------|---------------------|
| 1 | H18L43 | Exploring Wellbeing |
| 1 | H18M43 | Improving Wellbeing |
| | GF09 43 | Group Award |

Health and Wellbeing Next Steps Level 4

Who this course is aimed at:

Individuals who have completed Health and Wellbeing Level 3 and wish to build their confidence and self-awareness further through engaging in an employability project.

Aims of the course are:

To assist participants in building confidence, self-awareness and provide an opportunity to develop employability skills such as working with others, planning and problem solving.

Content of Course:

Participants will further explore a range of health and wellbeing topics with a view to participating in straightforward activities. These are aimed at raising participant's awareness of health and wellbeing choices that can impact on life chances and opportunities.

Activities include:

- Keeping an activity diary
- Exploring diet and hydration
- Exploring positive psychologies
- Take part in a health and wellbeing related project with others

On completion participants will be able to:

Further develop practical skills in managing negative thoughts and moods and have established a basic set of employability skills.

Qualifications attached to this course:

| | | |
|---|----------------|---------------------|
| 1 | H18L44 | Exploring Wellbeing |
| 1 | H18M44 | Improving Wellbeing |
| | GF2N 44 | Group Award |
| 1 | F3GE 10 | Working With Others |

Mental Health and Wellbeing Award

This course is aimed at: Learners who are at school or who may have just left school, mature candidates who may have been out of education for a long period of time, and who are currently in employment and wish to obtain a formal qualification. Also suitable for individuals who are seeking national recognition of their achievements and continuing professional development.

Aims of the course:

To address gaps in knowledge and to improve understanding of mental health questions and as a result, work towards removing the stigma attached to mental health, as this frequently stops individuals from seeking help because they feel embarrassed or are fearful of being judged.

Course Content includes:

- Developing an understanding of the terms 'mental health' and 'wellbeing'.
- Discovering a range of mental health issues
- Factors which affect mental health and wellbeing

On completion participants will be able to:

- Understand the terms 'mental health' and 'wellbeing' for individuals and society.
- Describe a range of mental health issues and begin to understand the role of the brain in relation to mental health and wellbeing.
- Have knowledge of factors that may influence mental health and wellbeing in individuals.
- Understand the influence of technology and social media on mental health and wellbeing while identifying helpful and unhelpful coping strategies
- Promote good mental health and wellbeing in self and others as well as support mechanisms that exist to address barriers to support mental health and wellbeing.

| | | |
|---|----------------|---|
| 1 | J1CY44 | Understanding Mental Health Issues |
| 1 | J1D1 44 | Influences on Mental Health and Wellbeing |
| 1 | J1CW 44 | Coping Strategies and Building Resilience |
| | GP2T 44 | Group Award – Level 4 |
| 1 | J1D2 45 | Understanding Mental Health Issues |
| 1 | J1D045 | Influences on Mental Health and Wellbeing |
| 1 | J1CX 45 | Coping Strategies and Building Resilience |
| | GP2V 45 | Group Award – Level 5 |

ICT L3 with Keyboard Skills and Word L4

Who this course is aimed at:

Individuals who have zero or very limited knowledge/skills in using computers of any kind.

Aims of the course are:

To provide participants with the basic skills to use a computer to communicate. In particular, participants will be introduced to word processing, internet and email in relation to job searching.

Content of Course:

- Basic introduction to using a computer, including using a keyboard
- Basic introduction to Microsoft Office, in particular Word Processing
- Job Searches and applications
- CV Building
- Cover letters
- Interview Practice

On completion participants will be able to:

Use word processing to communicate to employers, be familiar with accessing and browsing the internet to search for jobs. Set up an email account and be able communicate via this media. They will also be able to evidence communication skills in writing, listening and speaking at a basic level.

Qualifications attached to this course:

| | | |
|---|--------|------------------------------|
| 1 | F3GC09 | ICT |
| 1 | D51909 | Using a Keyboard |
| 1 | HA6M44 | Web Apps: Word Processing L4 |

Award In Volunteering Skills

This course is aimed at:

Individuals looking to expand their experience through volunteering.

Aims of the course are:

To introduce learners to a world of volunteering including volunteering organisations and volunteering activity, and provide opportunities to gain actual volunteering experience.

Course Content:

- Self-evaluation activities
- Learn about the context of volunteering
- Plan a volunteering placement
- Participate in a volunteering opportunity
- Review and reflect on their own skills and volunteering experience
- Complete an investigative project.

On completion participants will:

Understand the concept and benefits of volunteering and how it can increase confidence and an awareness of the job market.

Develop a range of skills and personal development experiences which will help to prepare them for responsibility, further education and employment.

Qualifications attached to this course:

| | | |
|---|---------------------------------------|--|
| 1 | FR26 (09) (10) | Prepare to Volunteer |
| 1 | FR27 (09) (10) | Volunteering Experience |
| 1 | FR28 (09) (10) | Volunteering investigative Project |
| | GD1N 43, GD1P 44 & GD1R 45 | Award in Volunteering Skills at Levels 3, 4 & 5 |
| 1 | D51909 | Using a Keyboard |

The Employability Award

This course is aimed at:

- S3-S6 pupils, to improve their employability skills
- adults returning to education who are preparing to make the transition into work
- further education establishments may also consider using the Units within full or part-time college programmes

The Aims of this course are:

The Course focuses on generic employability skills, to enable a successful move into the job market. Candidates will develop skills and attitudes which will be applicable across all areas of employment.

On completion participants will:

Be able to look at their existing skills and experience, and how these might apply to work. They also consider the sort of employment they would like, what they would like to get from work, and what sort of job will deliver that. candidates will consider the types of employment which may suit. They practise the skills needed to find employment, such as contacting employers, filling in application forms, and writing a CV.

There are two mandatory Units (0.75 credit value) and two optional Units (0.25 credit value each). One of the optional Units must be completed. The two mandatory Units aim to help prepare candidates for employment and the two optional Units focus on the work environment and the behaviours which are required to sustain employment

Qualifications attached to this course:

| | | |
|------|-----------------------------|---|
| 0.25 | F786 09 (10) | Preparing for Employment: First Steps Mandatory |
| 0.5 | F787 09 (10) | Building Own Employability Skills Mandatory |
| 0.25 | F788 09 (10) | Responsibilities of Employment (Optional) |
| 0.25 | F789 09 (10) | Dealing with Work Situations (Optional) |
| | G9D2 43 & G9CY44 | The Employability Award Levels 3 & 4 |

Elevate – Level 3/4

Who this course is aimed at:

Individuals who are seeking to improve their basic employability skills with a view to returning to the job market.

Aims of the course are:

To assist participants in building personal confidence and problem solving skills, through developing the relevant skills for employment and raising their awareness of the responsibilities of employment.

Content of Course:

- Writing CVs
- Writing speculative letters
- Interview preparation
- Interview skills
- Introduction to employment rules and regulations
- Introduction to problem solving strategies
- Job searching activities

On completion participants will be able to:

Job search effectively, complete a CV, write speculative letters and be competent in using ICT to do this.

Qualifications attached to this course:

| | | |
|------|---------------|-----------------------------------|
| 1 | F3GD09 | Problem Solving |
| 0.25 | F78610 | Preparing for Employment |
| 0.5 | F78710 | Building Own Employability Skills |
| 0.25 | F78810 | Responsibilities of Employment |
| | G9CY44 | Group Award |
| 1 | D51909 | Using a Keyboard |

Rise – Level 3/4

Who this course is aimed at:

Students looking for employment during the summer recess who are seeking to improve their basic employability skills with a view to returning to the job market at a later date.

Aims of the course are:

To assist participants in building personal confidence and problem solving skills, through developing the relevant skills for employment and raising their awareness of the responsibilities of employment.

Content of Course:

- Writing CVs
- Writing speculative letters
- Interview preparation
- Interview skills
- Introduction to employment rules and regulations
- Introduction to problem solving strategies
- Job searching activities

On completion participants will be able to:

Job search effectively, complete a CV, write speculative letters and be competent in using ICT to do this.

Qualifications attached to this course:

| | | |
|------|---------------|-----------------------------------|
| 1 | F3GD09 | Problem Solving |
| 0.25 | F78610 | Preparing for Employment |
| 0.5 | F78710 | Building Own Employability Skills |
| 0.25 | F78810 | Responsibilities of Employment |
| | G9CY44 | Group Award |
| 1 | D51909 | Using a Keyboard |

Good to Go/Shine – Level 4

Who this course is aimed at:

Individuals who have introductory level employability skills and who are looking to develop these further with a view to taking up employment as soon as possible.

Aims of the course are:

To assist participants in building personal confidence and problem solving skills, through developing the relevant skills for employment and raising their awareness of the responsibilities of employment. This course will also introduce participants to aspects of personal self-development with a view to making them more autonomous and self-supporting in their pursuit of employment.

Content of Course:

- Development of IT skills in relation to employability skills
- Development of problem solving and group work skills
- Exploring self-awareness
- Exploring the relationship between self and work

On completion participants will be able to:

Job search effectively, complete a CV, write speculative letters and be competent in using ICT to do this.

Qualifications attached to this course:

| | | |
|---|--------|--------------------------------------|
| 1 | F3GC10 | ICT |
| 1 | F3GD10 | Problem Solving |
| 1 | H18X44 | Personal Development: Self Awareness |
| 1 | H18P44 | Personal Development: Self and Work |
| 1 | D51909 | Using a Keyboard |

Customer Care – Level 4

This course is aimed at:

Individuals looking to improve their employability skills in sectors where interaction with customers occurs.

Aims of the course are:

To introduce participants to all aspects of customer care.

Course content:

- Explore what customer care means
- Identify good customer care practice
- Explore health and safety in regards to food preparation
- Develop ICT skills

On completion participants will be able to:

Evidence customer care skills in practical contexts. Identify and appreciate appropriate health and safety practice in food preparation and evidence improved ICT skills.

Qualifications attached to this course:

| | | |
|-------|--------|--|
| 1 | F38W10 | Skills for Customer Care |
| 0.175 | REHIS | Food Hygiene (or) |
| 0.5 | F79211 | Food Hygiene in the Hospitality Industry |
| 1 | F3GC10 | ICT |
| 1 | D51909 | Using a Keyboard |

Me To You – Level 3 and 4

This course is aimed at:

Individuals who are able to commit to two full working days a week on work placement within an East Ayrshire school plus two days a week (5 hours daily) attending college employability classes. These individuals will be selected from formal applications and interviews carried out by JCP staff along with representatives from East Ayrshire schools. Therefore, candidates will be at a point where they are ready to re-enter a working environment.

Aims of the course are:

To provide participants with work experience while gaining employability qualifications with the aim of making those who successfully complete 'job ready' by the end of the course.

On completion participants will be able to:

Understand the importance of self-awareness within a working environment, have a working appreciation of their responsibilities in the work place, have shown evidence of problem solving skills, good Customer Care values and be able to work as part of a team and have shown the ability to work without supervision while maintaining focus on tasks they are responsible for (work independently).

Qualifications attached to this course:

| | |
|--------|--------------------------------|
| HF8845 | Work Placement |
| FN9310 | Basic Skills for Customer Care |
| F3GD10 | Problem Solving |
| F3GE10 | Working with Others |
| D51909 | Using a Keyboard |

Core Skills – Levels 3 and 4

This course is aimed at:

Individuals looking to improve Communication skills. Communication skills underpin personal, social, learning and working activities. They are essential in clarifying one's own thoughts in interacting and conversing with others and expressing thoughts and in conveying information, feeling and opinions.

Aims of the course are:

- To provide learners with the skills and abilities that everyone uses in their family and personal life, at work, in public, in the community and in education and training.
- To enable learners to use interpersonal skills appropriately to recognise and value the roles of other people, taking responsibility for your own contribution and supporting cooperative working in appropriate ways.

The five Core Skills are; Communication, Numeracy, Information and Communication Technology, Problem Solving and Working With Others.

On completion participants will:

- Be more confident
- Be enabled to learn more easily
- Have improved career prospects

Qualifications attached to Core Skills:

| | | |
|------|----------------|--|
| 0.25 | F3GN (09) (10) | Reading |
| 0.25 | F3GR (09) (10) | Writing |
| 0.25 | F3GP (09) (10) | Speaking |
| 0.25 | F3GM (09) (10) | Listening |
| 1 | F3GB (09) (10) | Communication |
| 1 | F3GE (09) (10) | Working With Others |
| 1 | F3GD (09) (10) | Problem Solving |
| 1 | F3GC (09) (10) | Information and Communication Technology |

Enterprise Activity Levels 3 and 4

This course is aimed at:

This course is aimed at those people who are interested in contributing to arranging or planning an enterprise activity and then carrying out tasks while the enterprise activity is being carried out.

Aims of the course are:

- To develop planning, organisational, investigative, and interpersonal skills along with self-awareness through enterprise activity.
- To plan and arrange an enterprise activity.
- To carry out allocated tasks during the enterprise activity and relating effectively to others.
- To analyse their own undertaking of the enterprise activity.

On completion participants will:

- Plan, undertake and analyse an enterprise activity with limited input from their tutor.
- Improve their planning, organisational, investigative, and interpersonal skills.

Qualifications attached:

| | | |
|---|-----------|------------------------|
| 1 | D36N (09) | Enterprise Activity L3 |
| 1 | D36N 10 | Enterprise Activity L4 |

Leadership Award

The leadership award is endorsed by the Chartered Management Institute and is available at SCQF levels 5 and 6.

This course is aimed at:

The award is designed for learners who take, or plan to take, a leading role in their activities.

It is suitable for:

- S5/S6 pupils
- College students who wish to improve their leadership skills
- Learners taking part in the More Choices, More Chances initiative
- Individuals involved in voluntary activities.

Aims of the course are:

To allow the learner to develop knowledge of leadership styles and qualities, whilst encouraging the learner to respect the cultures and beliefs of others working alongside them.

On completion participants will:

Considering the factors involved in activities, such as resources, people, time and potential risks, monitoring progress and making changes as needed. At the end, candidates review their experience, drawing conclusions about themselves as a leader

Award Qualifications attached:

| | |
|---------|---------------------------------|
| G9D3 45 | Leadership Award (SCQF Level 5) |
| G9D4 46 | Leadership Award (SCQF Level 6) |

| | | |
|-----|---------------|-----------------------------|
| 0.5 | F78C (45)(46) | Leadership: An Introduction |
| 1 | F78D (45)(46) | Leadership in Practice |

Personal Development Award

This course is aimed at:

Learners who want to become more independent and to develop their potential as contributing members of their societies.

Learners will develop self-reliance, self-esteem and confidence through supported and independent learning.

Aims of the course are:

To allow the learner to develop knowledge of self and their own development needs through self-evaluation and review, and to develop self-reliance, self-esteem and confidence through supported and independent learning. They will develop practical abilities by developing task management and interpersonal skills and also demonstrate and recognise their own achievement.

On completion participants will:

Be able to prepare to develop task management skills within a vocational project and carry out the project. They will be able to review their own task management skills and analyse their strengths and complete a SWOT analysis. They will use Strengths as part of this process. Their report will be printed out for them to use and reflect upon in future.

Award Qualifications attached:

| | |
|---------|--------------------------------------|
| GF21 43 | Personal Development Award (Level 3) |
| GF2K 44 | Personal Development Award (Level 4) |

For the learner to attain this award at level 3 they must complete 3 units at the appropriate level and for the Level 4 award they must complete 4 units at the appropriate level.

| | | |
|---|----------------|---|
| 1 | H18P 4 (3) (4) | Personal Development: Self and Work |
| 1 | H18N 4 (3) (4) | Personal Development: Self in Community |
| 1 | H18X 4 (3) (4) | Personal Development: Self Awareness |
| 1 | H18W 4 (3) (4) | Personal Development: Practical Abilities |

NPA Customer Service

This course is aimed at:

Learners who are looking for the correct skills and knowledge needed for working in the customer service sector.

Aims of the course are:

To develop:

- basic practical communication skills — including how to deal with customer complaints
- an understanding of roles and structures within organisations
- knowledge of how to use social media to deliver customer service
- employability skills

Customer service impacts on all occupational sectors. Employees working in hotels, retail outlets, travel organisations, beauty therapy, hairdressing, sports centres, local authorities or voluntary organisations all require effective customer service skills and knowledge.

On completion participants will:

Have knowledge of basic practical communication skills — including how to deal with customer complaints and have an understanding of roles and structures within organisations. They will display knowledge of how to use social media to deliver customer service.

Award Qualifications attached:

| | |
|---------|------------------------------|
| GP84 44 | NPA Customer Service Level 4 |
| GP85 45 | NPA Customer Service Level 5 |

| | | |
|---|--------------------|---|
| 1 | J2GA 44 J2GB 45 | Communication skills for Customer Service |
| 1 | J2GG 44 J2GK 45 | Social Media for Customer Service |
| 1 | J2GD 44 J2GE 45 | Product and Service Requirements |

NPA PC Passport

This course is aimed at:

Individuals looking to expand their computing knowledge.

Aims of the course are:

To develop:

- Skills in using contemporary application packages in word processing, spreadsheets and presentation software.
- Skills in using the collaborative aspects of these packages by using the cloud-based features.
- An understanding of the uses and limitations of contemporary application software.
- An improved technical vocabulary relating to application software

Course Content:

- Word processing web or desktop application user skills. Use cut, copy and paste features.
- Presentation application user skills. Share via a cloud-based service. Describe application features.
- Spreadsheet application user skills. Share via a cloud-based service. Describe application features
-

On completion participants will:

Have skills in key areas such as word processing, spreadsheets and presentation software, preparing them for employment and further study.

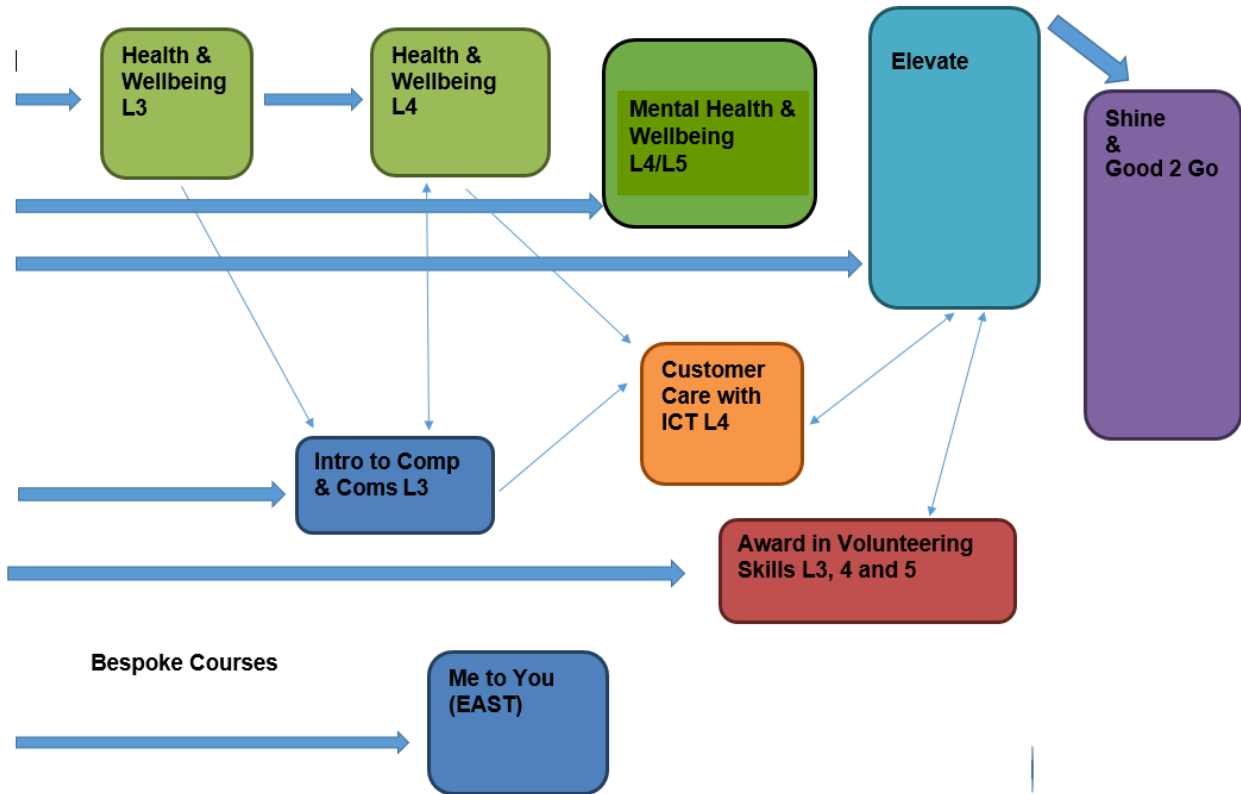
Award Qualifications attached:

The award consists of 3 mandatory units – there are no optional units in this award.

| | |
|---------|-------------------------|
| GL31 44 | NPA PC Passport Level 4 |
| GL32 45 | NPA PC Passport Level 5 |

| | | |
|---|--------------------|---------------------------|
| 1 | HA6M 44 HA6M 45 | Web Apps: Word Processing |
| 1 | HA6J 44 HA6J 45 | Web Apps: Presentations |
| 1 | HA6L 44 HA6L 45 | Web Apps: Spreadsheets |

Possible Pathways



Community Contact Information

Fraser Lennox, Team Leader, Widening Access

Tel Ext: 7634

Mobile Tel: 07710 090427

Email: Fraser.Lennox@Ayrshire.ac.uk

Campus Base: Kilwinning

Susan Laing, Widening Access Assistant

Tel Ext: 7634/5376

Mobile Tel: 07481590839

Email: Susan.Laing@Ayrshire.ac.uk

Campus Base: Kilmarnock

Notes

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AYR CAMPUS

DAM PARK
AYR
KA8 0EU

TEL: 0300 303 0303

KILMARNOCK CAMPUS

HILL STREET
KILMARNOCK
KA1 3HY

TEL: 0300 303 0303

KILWINNING CAMPUS

LAUCLAN WAY
KILWINNING
KA13 6DE

TEL: 0300 303 0303