

	Description	Start date	Number of weeks	Days	Times	Method of study	Enquiries
Step into Business Administration	<p>An introduction into a career in business administration.</p> <p>This course also contains preparation for employment such as preparing of CVs, application forms and interviews.</p> <p>Suitable for Kickstart applicants and others</p>	26 th April	4	Mon, Tues, Weds, Thurs	9.30 – 12.30	online	Besmir.Baxha@reading.gov.uk
Step into Customer Service	<p>An introduction into a career in Customer Service including Hospitality.</p> <p>This course also contains preparation for employment such as preparing of CVs, application forms and interviews.</p> <p>Participants will be offered the opportunity to attain an L2 Food Safety Qualification and L1 award in infection control.</p> <p>Suitable for Kickstart applicants and others</p>		4	Mon, Tues, Weds, Thurs	9.30 – 12.30	online	Besmir.Baxha@reading.gov.uk
L1 Award in Caring for	<p>If you are considering a career in childcare, our Level 1 Award is an</p>	12/05/21	4	Weds	9.30 - 13.30	Online	Besmir.Baxha@reading.gov.uk

Children	<p>excellent starting point. This is an accredited and nationally recognised qualification that will enable you to progress towards working as a supervised childcare worker in children's centres, nurseries and other settings.</p> <p>This course is designed to give you the knowledge and skills to work with children under 5. You will learn about child development, safeguarding and planning play in line with the Early Years Foundation Stage.</p> <p>You will also be given careers advice and guidance and support to progress to a L2 Childcare qualification or Apprenticeship.</p>	16/06/21					
L2 Early Years Practitioner	<p>This qualification is useful for those considering a role in learning support.</p> <p>Gain experience in a practical early years setting working with children under 5 years old</p>	4/5/21	34	Tuesday	9.30-12.30	online	Besmir.Baxha@reading.gov.uk
L3 Early years Educator		On demand or	77	Weds	09.30 – 17.00		Besmir.Baxha@reading.gov.uk

		28/04/21					
L1 Preparing to Work in Schools							Besmir.Baxha@reading.gov.uk
Traineeship 19 – 24 year olds only	<p>High quality work experience placement (minimum of 8 weeks/2 days per week)</p> <p>Employability/work preparation training</p> <p>English, Maths and ICT training (certificated where appropriate)</p> <p>The technical or occupational skills training for the job role (certificated where appropriate)</p> <p>During the work placement, you will receive supervision and mentoring from your work placement Manager. You will be supported to learn new skills and you will be given tasks to complete independently.</p>	<p>26/04/21</p> <p>12/5/21</p> <p>1/6/21</p>	10	Flexible	Flexible	Online and a practical placement	alessandra.mammone@reading.gov.uk
L2 Creating Business Start Up	<p>You will learn the following</p> <p>Initial Steps for a Business Start-up</p> <p>Marketing</p> <p>Legal and Financial considerations when starting</p> <p>Developing a Business Plan.</p>	On demand	Flexible	Flexible	Flexible	online	Besmir.Baxha@reading.gov.uk
Understanding Data Protection & Security	<p>This course will cover the basics of protecting and securing the data.</p> <p>You will learn the following</p>	On demand	Flexible	Flexible	Flexible	online	Besmir.Baxha@reading.gov.uk

	<p>Current Data Protection Legislation and its application</p> <p>Threats to IT systems and how to protect it.</p> <p>Consequences of not protecting data and its impact.</p>						
L1 Certificate in Digital Skills	<p>This course is designed to help support your development with digital literacy skills, encouraging progression into roles where digital literacy is required.</p> <p>You will learn the following</p> <ul style="list-style-type: none"> Find and use information Safety and security when using data and digital devices Communicating and collaborating online Using word processing software <p>Digital career development. This is an accredited L1 qualification with NCFE.</p>	On demand	Flexible	Flexible	Flexible	online	Besmir.Baxha@reading.gov.uk
L2 Certificate in Digital Skills	<p>You will learn the following</p> <ul style="list-style-type: none"> Understand how to protect devices and data Communicate socially and professionally using technology Apply digital skills in personal and business situations Use digital resources to facilitate their own career progression. 	On demand	Flexible	Flexible	Flexible	online	Besmir.Baxha@reading.gov.uk