

GET THAT JOB

2011-12



Free courses for the unemployed
or those at risk of redundancy

OXFORD
& CHERWELL VALLEY
COLLEGE

Welcome to Oxford & Cherwell Valley College and the 'Get That Job' programme

With the UK still on the slow road to recovery after the longest ever recession, OCVC is responding by continuing to run our highly successful 'Get That Job' programme to help you get into work.

You may want to start a career in an area that you have not considered before, or you might like to upgrade your qualifications and skills to help you. Our new Jobs Zone team will support you in your ongoing job search in an increasingly competitive job market. If academic study is not for you, please do not worry. Most of the courses in the booklet are very 'hands-on' and you learn in a relaxed but informative environment.

These courses are free if you are unemployed or at risk of redundancy. To find out if you are eligible for free courses, please contact our Get that Job team.

OCVC works closely with Job Centre Plus and Oxfordshire employers to fill local vacancies. Where an employer or group of employers has identified vacancies, we run short pre-employment training (sector based work academies) courses to prepare a group of job seekers for interviews with the employer. With new dates being added regularly for all the courses, as well as regular funding updates from the Government, it is definitely worth getting in touch for the latest information.

Call us on **01865 550550** or visit our website at **www.ocvc.ac.uk**

We look forward to welcoming you to the College very soon.

Sally Dicketts

Sally Dicketts

Principal



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Statistics published in this brochure are based on 138 learners surveyed



How does 'Get That Job' work?

1

Get Going

Everyone who joins this scheme will attend an interview session with our Jobs Zone and attend a two-day Starter Induction Workshop. This is where your learning journey begins!

2

Get Learning

Once you have met with our Jobs Zone Employment Advisor and completed the Starter Induction Workshop, you will be enrolled on the training course you need on the next available start date. The College will contact you with further course details and dates.

3

Get that Job

Next Step and the Jobs Zone Employment Advisors can help you with CVs, job hunting and interviews to get that job. Once you are back in work, you can continue your training with further courses.

STEP 1 - Get going

Start your learning journey by meeting one of our Jobs Zone Employment Advisors and attending a Starter Induction Workshop. This will give you an introduction to the College and assess whether you meet the entry requirements for your course choice. We will then put in place a support and training package tailored to your needs.

Eligibility

The courses are free if you are unemployed (actively seeking work) and claiming Job Seekers Allowance (JSA) or Employment Support Allowance (ESA) within the Work Related Activity Group. Courses are also free if you have been made redundant within 6 months of the course start date or have been placed at risk of redundancy.

If you are in receipt of other means-tested state benefits, you will be eligible for many of these courses. Contact our Get that Job team on 01865 551545 for further information.

If you have been referred to the Work Programme, please contact your Work Programme advisor about accessing these courses.

Guidance for choosing a course

Our trained career and Jobs Zone advisors will help you to decide which skills you need to develop, and which courses will help you take the next step in your chosen career.

Jobs Zone

The Jobs Zone team will identify which vacancies match your skills in the local area. Please bring a recent copy of your CV when meeting a Jobs Zone advisor, if you have one.

Oxford & Cherwell Valley College is the largest and most successful provider of apprenticeship training in Oxfordshire. We currently have government funding available which gives employers incentives to take people as adult apprentices. Please talk to our Jobs Zone team for further details.

Childcare

There are a number of childcare support options that may help you to return to learning:

- You may be eligible for 'Care to Learn' funding which supports parents who are under 20 and need financial help towards childcare and travel expenses. To apply, visit **www.direct.gov.uk/caretolearn** or call the free helpline on **0800 121 8989** (option 3).
- You may be eligible for the Oxfordshire Help With Childcare Costs fund which offers short term funding to support parents to make the transition into work. For further information and advice, contact Oxfordshire County Council at **www.oxfordshire.gov.uk** or on **01865 816758**.
- If your JCP advisor has mandated you to attend one of our courses, please discuss your childcare needs with them.

Our Student Services team can give further help and information about financial support for childcare.

Support with Learning

We are committed to providing an environment that helps successful learning. A variety of support systems to help you maximise your potential may be available, subject to an individual diagnostic review with one of our support tutors.

Dyslexia support

Specialist screening and assessments for dyslexia may be available to students from our team of highly qualified specialist teachers.

English and Maths skills

If it is identified that you need additional English or Maths support before starting one of our courses, we will provide you with short intensive courses as part of your support and training package. This will ensure that you have the confidence and understanding you need to progress onto your preferred course and future employment.

Hearing support

The Hearing Support Centre at OCVC offers support to students who are deaf or hard of hearing. Support will be arranged on an individual basis following an initial meeting on request. Four weeks' notice is usually required prior to the start of the support.

College commitment

The College is committed to providing a safe learning environment for all of our students. We actively promote equality of opportunity and freedom from discrimination on the grounds of age, cultural background, class, disability, ethnicity, gender, religion and belief or sexual orientation, transgender status, marital status or civil partnership and pregnancy and maternity, and all our managers have received training in the new equality and diversity legislation and best practice.

Get going and apply

To apply, please contact us on **01865 550550**. Lines are open from 08.30 to 17.00 Monday to Thursday and 08.30 to 16.30 on Friday.

All courses will run if there is sufficient demand. However, the college reserves the right to cancel any advertised courses if the number of people wishing to take the course is too low to make it successful. We recommend that you book an interview with our Jobs Zone team and attend the Starter Induction Workshop as soon as possible so that we can agree together the best course for you. Places will be allocated on a first-come first-served basis.

Need more information?



www.ocvc.ac.uk



Call one of our Customer Services advisors on 01865 550550



enquiries@ocvc.ac.uk

STEP 2 - Get learning

All of our courses run on a regular basis, so to find out the next available dates and availability, please contact us on **01865 550550** or email **enquiries@ocvc.ac.uk**

After your interview with one of our Jobs Zone advisors and once you have completed the Starter Induction Workshop, you will be contacted by our team about your training package. A member of staff from the relevant teaching department will contact you with course start dates.

STEP 3 - Get that Job

When you are on a 'Get That Job' course our college Next Step careers and Jobs Zone advisors can give you individual, confidential help with your important career decisions.

They can help you to write a great CV, succeed with job hunting, excel at interviews and provide you with the support you need to Get That Job!

If you want to talk to a Next Step careers advisor, please contact us at the Oxford Campus on **01865 551810** or at the Banbury campus on **01865 551624**.

Your Job Zone Employment Advisor will continue working with you to maximise your efforts in finding work.

What learners say about the Get that Job provision

'I wanted a change in my personal circumstances and I feel that this course has enabled me to achieve this' – **Student on the Award in Introduction into Welding course**

'This course motivated me to work towards my goal of going back into work as well as making me aware of what was required to enter that industry' – **Student who completed both CCTV Operator and Door Supervision courses**

'I found that the environment I experienced throughout the course promoted learning, and on completion of the course I felt more confident about gaining employment and my belief in myself increased' – **A student commenting on a Routes into Retail course**

78.2%

felt the courses had helped them build their confidence



'Get That Job' courses

The following courses are available 2011/2012. We hope you will find one to suit you. We have provided a summary of what is covered on each course.

To find out when the courses will run and if a place is available for you, please contact us on **01865 550550** or email **enquiries@ocvc.ac.uk**. More details are also available on our website at **www.ocvc.ac.uk**

Get That Job offers you a wide variety of courses designed to help you retrain, upskill and Get That Job!

How to use this guide

This guide is divided into subject areas so that you can easily find the section of most interest to you. The key works as follows:

Location	Duration	Frequency
Oxford	2 weeks	2 days per week

ICT

Introduction to IT

This course is designed to give you a basic understanding of how to use a computer and is aimed at complete beginners. You will learn about keyboard and mouse skills, using email and the Internet, and basic skills in using a computer operating system. The course is taught mainly through practical hands-on work that will give you direct experience and confidence in using a computer.

Location	Duration	Frequency
Oxford	5-10 weeks	1-2 days per week

Word Processing using Microsoft Word

Covers creating, customising and reviewing documents, formatting, organising, sharing and securing content, working with visual content. Prepares you for the Microsoft Academy exam in word processing. This two-day course consists of a taught session, followed by a workshop.

Introduction and Intermediate courses available

Location	Duration	Frequency
Oxford	1-2 weeks	Tue and Fri

Email using Microsoft Outlook

Covers managing messaging, scheduling, tasks, contacts and personal contacts, organising information. Prepares you for the Microsoft Academy exam in Outlook and email. This two-day course consists of a taught session, followed by a workshop.

Location	Duration	Frequency
Oxford	1-2 weeks	Tue and Fri

Presentations using Microsoft PowerPoint

Covers creating, formatting and slide content, working with visual content, collaborating and delivering presentations. Prepares you for the Microsoft Academy exam in presentations. This two-day course consists of a taught session, followed by a workshop.

Location	Duration	Frequency
Oxford	1-2 weeks	Tue and Fri

said they found the Initial Advice & Guidance (IAG) provided on the courses useful

Spreadsheets using Microsoft Excel

Covers creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, collaborating and securing data. Prepares you for the Microsoft Academy exam in spreadsheets. This two-day course consists of a taught session, followed by a workshop.

Introduction and Intermediate courses available

Location	Duration	Frequency
Oxford	1-2 weeks	Tue and Fri

Databases using Microsoft Access

Covers structuring a database, creating and formatting database elements, entering and modifying data, creating and modifying data and queries, presenting and sharing data, managing and maintaining databases. Prepares you for the Microsoft Academy exam in databases. This two-day course consists of a taught session, followed by a workshop.

Introduction and Intermediate courses available

Location	Duration	Frequency
Oxford	1-2 weeks	Tue and Fri

Project – An Introduction to Microsoft Project

This course covers creating and defining projects, working with estimates, dependencies, deadlines, constraints and task calendars. You will learn how to analyse resource utilisation, track progress and manage multiple projects. This two-day course consists of a taught session, followed by a workshop.

Location	Duration	Frequency
Oxford	1-2 weeks	Tue and Fri

NVQ/ITQ units

This course is for people who have a basic knowledge of how to use a computer but want to learn more about applications. You will be working towards a City and Guilds Level 1 or 2 ITQ.

Entry requirements: A short interview with the course leader is required.

Level 1 ITQ

Location	Duration	Frequency
Oxford	12 weeks	1 day per week

Level 2 ITQ

Location	Duration	Frequency
Oxford	12 weeks	1 day per week

Web Design

This course will take you through the web design process using the industry standard web-authoring package. You will cover basic HTML, tables, rollovers, style sheets, graphics editing, uploading websites.

Location	Duration	Frequency
Oxford	6 weeks	1 day per week

CCENT- CISCO Part 1

This course presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components, as well as suggested best practices in maintenance and safety issues, and progress on to the building and maintaining of small to medium-sized business networks. Through hands-on activities and the use of labs, students learn how to build and design a network and troubleshoot hardware and software problems. In addition, an introduction to networking is included. This course helps students prepare for CompTIA's A+ certification.

Entry requirements: Minimum of Level 1 in English and Maths. A short interview with the course leader is required.

Location	Duration	Frequency
Oxford	24 weeks	1 day or evening per week

Accounting and Bookkeeping

Introduction to Bookkeeping

This course looks at the types of business organisations, users of financial information, bookkeeping systems, business activities, basic accounting rules, and the cash and accrual basis of accounting. This course will give you an understanding of manual double entry bookkeeping.

Location	Duration	Frequency
Banbury	1-2 weeks	2-4 days per week
Oxford	TBC	TBC

84.8%
had their expectations met

Computerised Sage Accounts – Level 2

This course has been developed to assist the learner in creating accounts, process information, correct errors and produce management reports, using Sage Line 50. The examining body is IAB.

Entry requirements: An understanding of manual accounts (double entry), together with a sound educational background in Maths and English keyboard skills would be an advantage. A short interview with the course leader is required.

Location	Duration	Frequency
Banbury	12 weeks	1 evening per week
Oxford	TBC	TBC

Construction

Beginners Guide to Health & Safety CSCS

CSCS is demanded as proof of competence by organisations from across the industry as well as employers, clients and the Government. The aim of the course is to examine knowledge across a wide range of health and safety topics in order to improve safety and productivity on site.

Location	Duration	Frequency
Blackbird Leys	1 week	2-4 days
Banbury	1 week	2-4 days



Engineering

City & Guilds Award in Introduction to Welding Skills

This City and Guilds Level 1 qualification consists of four welding processes – each carries an ‘Award’. It is designed for those wishing to enter industry and wanting to gain a welding qualification for employment, skills development or progression in the engineering sector. The course takes 60 hours spread over 5-10 weeks.

Location	Duration	Frequency
Bicester	5-10 weeks	1-2 days per week

City & Guilds Award in Welding Skills

This City & Guilds Level 2 qualification meets the needs of candidates who work, or want to work, as welders in the engineering sector. It allows you to learn, develop and practise the skills required for employment and/ or career progression in the engineering sector. It also provides a progression opportunity to the Level 3 Award in Advanced Welding Skills.

Location	Duration	Frequency
Bicester	5-10 weeks	1-2 days per week

Composites: Basic Pre-Preg Laminating

This course aims to provide basic instruction on practical techniques for laminating with pre-impregnated composite materials. It is ideal for beginners with no previous experience.

Location	Duration	Frequency
Bicester	1 week	5 days

17th Edition Wiring Regulations

This course studies the impact of the latest wiring regulations and enables competence in their use. You will learn about the structure of the new regulations and how to navigate them.

Entry requirements: this is an update course for electricians, so familiarity with 16th Edition regulations is required. Level 2 in English and Maths. A short interview with the course leader is required.

Location	Duration
Blackbird Leys	8 evenings
Blackbird Leys	3 days

17th Edition Wiring Regulations Update

This course studies the impact of the latest wiring regulations and enables competence in their use. You will learn about the structure of the new regulations and how to navigate them.

Entry requirements: an up-to-date knowledge of the 16th Edition regulations. Candidates will need C&G 2381 (from June 2001), or 2330-07 or 2330-08, or 2360 (from 1st January 2004 onwards only). Centre staff will also have to see original certificates and photo ID. Level 2 in English and Maths. A short interview with the course leader is required.

Location	Duration
Blackbird Leys	1 day

Inspection and Testing of Electrical Equipment (PAT)

A one-day or three evenings course in test and inspection of electrical equipment. This course is designed for those undertaking test and inspection of electrical equipment including plant. A short interview with the course leader is required.

Location	Duration
Blackbird Leys	3 evenings
Blackbird Leys	1 day

Management of Electrical Equipment Maintenance

A one-day or 3 evenings course in the management of PAT. This course is suitable for Electricians, Clerks of Works and Building Managers who already hold a PAT qualification and wish to undertake a more supervisory role in electrical maintenance. A short interview with the course leader is required.

Location	Duration
Blackbird Leys	3 evenings
Blackbird Leys	1 day

Health & Social Care

An Introduction to Working in the Care Sector

This course will look at the role of the care worker and the principles of working in care. The course will examine the principles of the care of people with dementia, study human behaviour, child development, and personal career progression to support you into a role within the sector.

Location	Duration	Frequency
Oxford	4 weeks	2 days per week

Sector based work academy - Care

In partnership with local employers who have vacancies and JobCentre Plus, this two-week course has been developed for unemployed people who wish to begin a career in the Care Sector. Topics covered are: understanding dementia and person centred care, equality and diversity and its application in the care environment, prevention and control of infection, principles of palliative care, an overview of safeguarding vulnerable adults, and an introduction to mental health issues. Qualifications which may be gained are: health and safety, emergency first aid and food safety. A work placement and interview with a relevant employer are part of these courses.

Please note that these courses are provided in response to market demand and employer vacancies, so content and frequency may vary.

Location	Duration	Frequency
Oxford	2 weeks	5 days per week
Banbury	2 weeks	5 days per week

15.9%

had started volunteering since
doing their course

For more information please visit www.ocvc.ac.uk

Hospitality & Catering

CIEH Level 2 Award in Food Safety in Catering

This one-day course will help you to appreciate, understand and implement good practices in food hygiene and the handling of food. Successful students are awarded the Chartered Institute of Environmental Health Level 2 Award in Food Safety in Catering Certificate.

Location	Duration
Oxford	1 day
Banbury	1 day

36.2%

progressed onto further training
since their initial course

Sector based work academies – Retail/Hospitality

In partnership with local employers and JobCentre Plus, this two-week course has been developed for unemployed people who wish to begin a career in the Hospitality or Retail Sector. Topics covered are: Introduction to Customer Service, Introduction to Selling, and Employability Skills. Qualifications which may be covered are: Health and Safety, Emergency First Aid and Food Safety. A work placement and interview with a relevant employer are part of these courses.

Please note that these courses are provided in response to market demand and employer vacancies, so content and frequency may vary.

Location	Duration	Frequency
Oxford	2 weeks	5 days per week
Banbury	2 weeks	5 days per week



PUBLIC SERVICES

Security

Since 2006, all security officers have to be licensed by the Security Industry Authority (SIA). You will need to undertake and pass the certification training below in order to apply for your SIA licence.

To enrol on the following three courses, you must be 18 + years old and provide a passport, driving licence and birth certificate. Original documents only accepted.

Certificate in Door Supervision

Door supervisors are responsible for people's safety in premises such as pubs, bars and nightclubs. This course includes an additional module called Disengagement and Holding, commonly known as 'physical intervention' required by the SIA.

Location	Duration	Frequency
Blackbird Leys	1 week	4 days

Certificate for CCTV Operators

This course covers the use of equipment, roles and responsibilities, health and safety, codes of practice and legislation.

Location	Duration	Frequency
Blackbird Leys	1 week	4 days

Teaching & Training

Certificate for English Language Teaching to Adults

If you plan to pursue a career teaching English to foreign learners, then this is the right course for you. This initial teacher training course will give you a broad base of knowledge and teaching skills to prepare you for teaching in most classroom situations worldwide, without using translation.

Entry requirements: most applicants are qualified to degree level but 2 A-levels is the absolute minimum requirement. Furthermore, being able to write and speak clearly and accurately are necessary requirements.

Location	Duration	Frequency
Oxford	10-12 weeks	3 days a week
Oxford	20 weeks	2 evenings a week

90%
were totally satisfied with the
equipment

Preparing to Teach in the Lifelong Learning Sector (PTLLS)

This award aims to provide a sound introduction to the role of teaching. This course will be held as an intensive course over five days (straddling a weekend) or in longer periods of five and ten weeks. It is ideal for those who are considering a career change into teaching adults. Participants teach a 15-30 minute micro lesson and complete a number of written assignments. The course is ideal preparation for progression onto the Certificate to Teach in the Lifelong Learning Sector (CTLLS) or the PGCE.

Entry requirements: Level 2 literacy and numeracy and a qualification (normally a minimum of a Level 3) in the subject in which you wish to teach. An interview is required.

Location	Duration	Frequency
Bicester	1-2 weeks	5 days

36.8%
gained employment

Certificate in Teaching in the Lifelong Learning (CTLLS)

This award is a progression from PTTLs. It is a part-time course running over two terms, and it is designed for adults teaching in the lifelong learning sector i.e. in post-16 environments. There are 30 hours of teaching practice required and a number of written assignments.

Entry requirements: Applicants need to have completed and passed PTTLs. Level 2 literacy and numeracy and a qualification (normally a minimum of a Level 3) in the subject in which you wish to teach. An interview is required.

Location	Duration	Frequency
Oxford	18 weeks	1 evening per week and 2 intensive days

If there is a course area that you are interested in but is not listed in the prospectus, please call our Get that Job team to find out more.

New courses are regularly added throughout the year, so visit our website for more information. www.ocvc.ac.uk



How to apply

- Look through this course guide and decide which course or courses you would like to study
- Call our Customer Services team on **01865 550550** to speak to one of the Get that Job team members
- Book your interview with our Jobs Zone Employment Advisor and arrange your Starter Induction Workshop
- You can enquire about a course in the following ways:
 - In person, by visiting reception
 - By telephone, on **01865 550550**, 08.30 to 17.00 Monday to Thursday, and 08.30 to 16.30 Friday
 - By emailing us on **enquiries@ocvc.ac.uk**

Reception opening times (term-time)

Banbury Campus

Monday 08.30 – 17.00

Tuesday – Thursday 08.30 – 20.00

Friday 08.30 – 16.30

Bicester Campus

Monday – Thursday 08.30 – 17.00

Friday 08.30 – 16.30

Blackbird Leys Campus

Monday – Thursday 08.30 – 17.00

Friday 08.30 – 16.30

Oxford City Centre Campus

Monday – Thursday 08.30 – 20.00;

Friday 08.30 – 16.30

(Oxford reception closes at 17.00 Monday – Thursday outside term-time)

How to find us

Directions to Banbury Campus



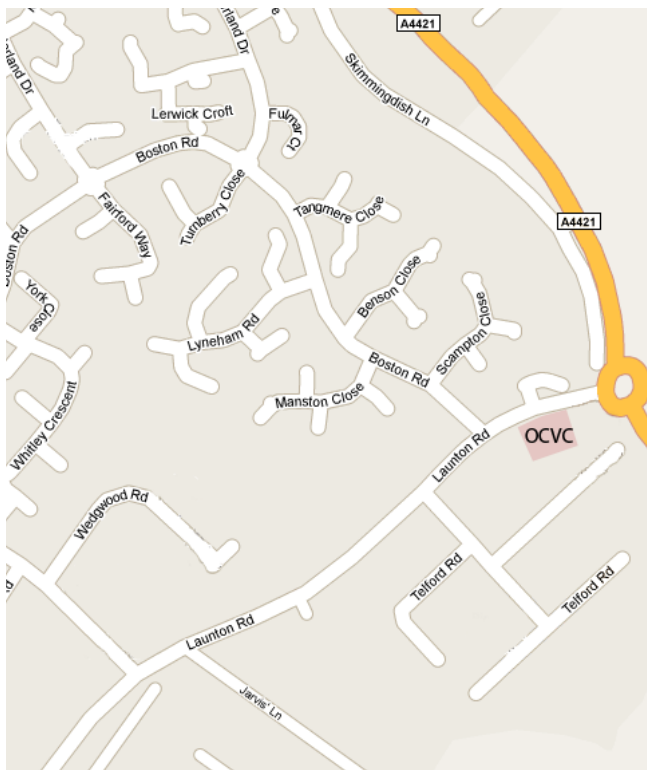
From M40

Leave the motorway at Junction 11 and leave roundabout onto A422.

Continue down A422 and leave roundabout onto A361, Southam Road. Turn left on A361 (Southam Road) on to Horse Fair. Leave the roundabout onto B4035, West Bar Street. Follow West Bar Street on to Broughton Road and the main entrance to the campus is on the right hand side.

The Banbury campus is approximately 15-20 minutes walk from the train and bus stations.

Directions to Bicester Campus



From Bicester North train station

On leaving the station turn right on to Buckingham Road and continue until you reach Churchill Road on your right. Follow Churchill Road to the end and turn left into Launton Road. Continue and turn right into Telford Road and then take the first left. The campus is at the far end on the left. Walking time 30 minutes.

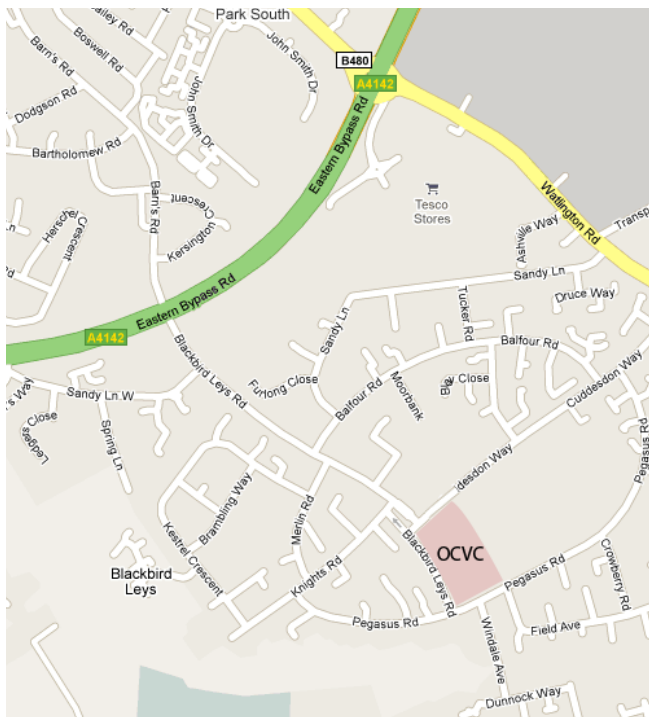
From Bicester Town train station

On leaving the station turn left into London Road and continue until you reach the turning on your right for Launton Road. Follow Launton Road and turn right when you reach Telford Road and then take the first left. The campus is at the far end on the left. Walking time 35 minutes.

From Bicester bus station

On leaving the station turn left on to Manorsfield Road, continue past the Market Square until you reach the turning on your left for Launton Road. Follow Launton Road until you reach Telford Industrial Estate on your right. Turn right on to Telford Road and take the first left. The campus is at the far end on the left. Walking time - 40 minutes.

Directions to Blackbird Leys Campus



By Car

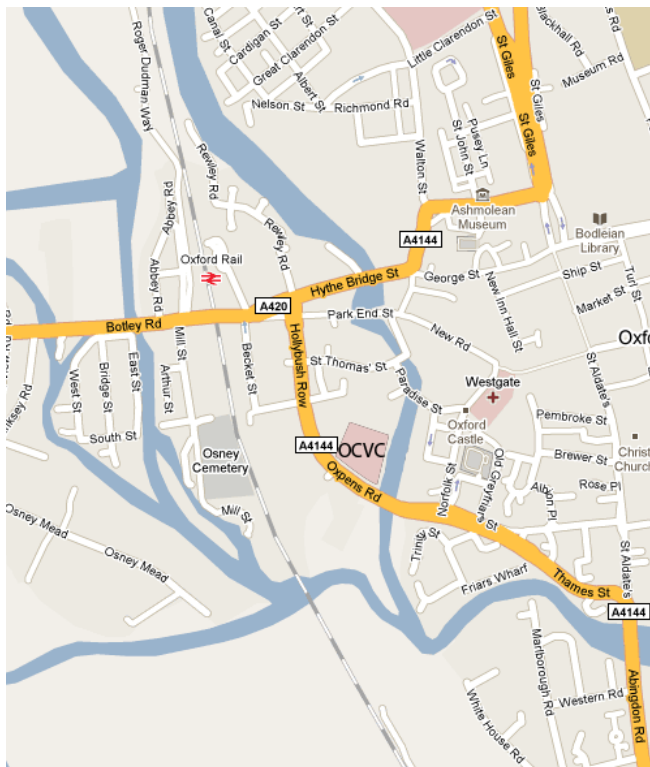
Approach from the City ring road to the BMW Works roundabout. This roundabout is easy to recognise because it is at the heart of the BMW Works area. Turn away from the direction of the City (right if travelling anti-clockwise, left if clockwise). Proceed along Garsington Road and Watlington Road, passing through two sets of traffic lights. At the third set opposite Johnson's Home Centre turn right into Cuddesdon Way, the College is a few hundred yards along this road on the left hand side.

By Bus

Oxford Bus Co. No. 5 & Stagecoach No. 1 both run a regular service. The main city centre stops are in Queen Street, numbered F4 for Oxford Bus Co. and F7 for Stagecoach. The Stagecoach route also stops at the railway station. You need to get off at Balfour Road and walk back up to Blackbird Leys Road (this is the road that the bus has just turned off).

Turn left and continue to the junction with Cuddesdon Way (row of shops on your right). Turn left into Cuddesdon Way and the Blackbird Leys campus is on your right.

Directions to Oxford Campus



From Ring Road

Use EITHER Banbury Road or Woodstock Road to City Centre. At traffic lights, end of St. Giles, turn right into Beaumont Street and follow signs to Rail Station. At second set of traffic lights, i.e. at the bottom of Park End Street, turn left into Oxpens Road (ice rink). The college is $\frac{1}{4}$ mile on the left.

From South (Newbury) A34

Turn off A34 to Southern bypass towards Cowley. At next roundabout, turn left to City Centre (park and ride on left). Follow Abingdon Road to end, turn left towards ice rink and parks. The college is opposite the ice rink.

From A423 (Henley/Reading)

Join Ring Road (at Sainsbury's) and turn left at next roundabout and right at following roundabout towards city centre and ice rink.

From East (London) M40/A40

At the end of A40 turn left at roundabout signed Cowley. Continue on the Ring Road, (4 roundabouts) to Abingdon Road, City Centre and Ice Rink.

The Oxford campus is 10 minutes walk from the main rail and coach stations in Oxford.

Oxfordshire Response to Unemployment Partnership

Oxford & Cherwell Valley College leads a partnership of learning providers across Oxfordshire to respond to the current economic climate in the county. The courses in this booklet are part of the College's response to unemployment projects funded through the Skills Funding Agency and the European Social Fund and supported by Job Centre Plus. OCVC is the lead partner in the project, delivering over half the courses. The following partner organisations are also delivering courses under the project:

Oxfordshire County Council Adult Learning Service

Location: Various

Contact: Frances Gilbert

 frances.gilbert@oxfordshire.gov.uk  01865 797417

The Henley College

Courses offered: Team Leading Level 2, Customer Service Levels 2 & 3, A1 Assessors Award, Paediatric First Aid Business Administration Levels 2 & 3, Management, and Food Hygiene.

Location: Henley

Contact: Sue Bayliss

 sbay@henleycol.ac.uk  01491 634181

Ethnic Minority Business Service

Courses offered: ECDL, ICT, IT & ESOL, Business & ESOL, Customer Service & ESOL, ITQ, pre CSCS and Adult Literacy and Numeracy.

Location: Oxford

Contact: Jane Mnyakazi

 jane@embs.org.uk

 01865 794431

Location: Banbury

Contact: Dorothy Coomber

 dorothy@embs.org.uk

 01295 269999

Workers' Educational Association

Courses offered: 50 hours Level 1 accredited course, Introduction to Working in Health and Social Care, Business (Customer Service) and Childcare.

Location: Oxford - various community locations

Contact: Emma Carney

 ecarney@wea.org.uk  07770 641359

Abingdon & Witney College

Courses offered: Customer Service, First Aid at Work (3 days), Emergency First Aid (1/3 days), NEBOSH, Microsoft Academy computer courses, Food Hygiene, Health & Safety at Work, 17th Edition Wiring Regulations, PAT testing (electrical) and CSCS card.

Location: Milton Park

Contact: Caroline Craft

 caroline.craft@abingdon-witney.ac.uk  01235 861706



European Union
European Social Fund
Investing in jobs and skills

Co-financed by

Skills
Funding
Agency

jobcentreplus

Part of the Department
for Work and Pensions

It's so easy to enrol so get in touch now

Call us on 01865 550550

For more information about what OCVC can offer you, and the great courses we run, visit www.ocvc.ac.uk

Banbury Campus

Broughton Road, Banbury, Oxfordshire
OX16 9QA

Bicester Campus

Telford House, Telford Road, Bicester
OX26 4LA


Blackbird Leys Campus

Cuddesdon Way, Oxford
OX4 6HN

Oxford City Centre Campus

Oxpens Road, Oxford, Oxfordshire
OX1 1SA

 01865 550550

 enquiries@ocvc.ac.uk

 www.ocvc.ac.uk