

Work Skills Programme and Truck Driver Skills Booster

At the Job Gym we offer a blend of government funded skills programmes to give you the best chances of getting a great job in a sector that is constantly recruiting such as truck driving.

In just a few weeks at the Job Gym you will gain the skills and qualifications that potential employers are looking for.

Who can join the Job Gym?

You can join the fully funded Work Skills Programme and Skills Booster Courses at the Job Gym if you:

- Are aged 19 or over
- Have left compulsory full-time education
- Are unemployed or are being made redundant
- Hold a CAT C driving licence

The Work Skills Programme

Week 1 of the programme starts with an Information, Advice and Guidance (IAG) appointment and an Initial Skills Assessment where we will provide you with impartial information about what courses and qualifications may be suitable for your needs. You will then study for a qualification in Work Skills which will show you how to identify great job opportunities and tell you what qualifications employers are looking for when they hire someone.

The course will give you the knowledge, understanding and skills to prepare for employment. It will help you to search for and apply for jobs, prepare you for interviews and give you an understanding of what will be expected of you at work.

Driver CPC included

Many employers are now insisting that any new drivers they take on must have completed 21 hours Driver CPC periodic training. Through this programme you can get this training at no cost.



Brush up your basic skills

Should you need to brush up on your literacy and numeracy to get the job you are after you can take an OCR Certificate in Basic Skills (maths and English).



The 4 to 6 week programme

Week 1

4 full days:

- Information, Advice and Guidance session
- Initial Skills Assessment (maths and English)
- Edexcel Entry Level 3 to Level 1 Award in Work Skills

Weeks 2 - 3

Five half days (if required):

- OCR Certificate in Basic Skills (maths and English) to either:
 - Level 1 (equivalent to GCSE D grade)
 - Level 2 (equivalent to GCSE A-C grade)

Weeks 4 - 6

1 day courses over 3 weeks:

- Up to 35 hours Driver CPC periodic training towards gaining your Driver Qualification Card or...
- 3½ days ADR course with 21 hours Driver CPC included (£100 exam fees apply)

Job interviews with employers / agencies

A great new job!

Work Skills Programme and Truck Driver Skills Booster

Week 1: The Work Skills Programme

Day 1

Information, Advice and Guidance session

Initial Skills Assessment

Rights and responsibilities at work

- What are your rights and responsibilities?
- Respecting the rights of others
- Where to get help with problems

Day 2

Searching for a job

- Where to look for job vacancies
- Match your own interests and skills to job roles
- Information to look for in job adverts

Preparing for an interview

- Understanding the requirements of the job
- How to prepare for interview questions
- Planning your travel to an interview

Day 3

Applying for a job

- Different methods of applying for jobs
- Preparing a CV and covering letter
- How to complete a job application form

Interview skills

- How to make a good impression
- How to respond to questions in an interview
- Assessing how you did in the interview

Day 4

Positive attitudes and behaviours at work

- Why it is important to follow rules and procedures
- Interacting appropriately with colleagues and customers
- Assessing your own attitudes and behaviours

Jobs and sectors overview

- An overview of the various sectors you might like to work in and job roles to consider
- One to one sessions with an advisor to help you decide where to go next

Driver CPC periodic training

You will then undertake up to 5 days Driver CPC periodic training towards the Driver Qualification Card. All HGV drivers are required by law to complete 35 hours JAAPT approved training every 5 years.

Courses available:

- Safe and fuel efficient driving
- Drivers hours, tachographs and wellbeing
- Safe and secure loading methods and manual handling
- Accident prevention and dealing with emergencies
- Protecting corporate image and delivering customer care
- Drivers hours and pre-use vehicle checks

Alternatively you could take a 3½ day ADR course which qualifies you to transport hazardous goods and you get 21 hours Driver CPC. (£100 exam fees apply)

Looking for a job

Now is the time to put the skills you learned on the Work Skills programme into practice - getting your CV into shape, preparing for interviews and searching out job opportunities.

Job interviews

Having completed your individual programme we will help you gain interviews with potential employers and agencies.

Get a great new job

Armed with your new found skills and qualifications you should have no problem getting that great new job!

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