

Work Skills Programme and Warehouse 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 warehousing and storage.

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

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.

Choosing a sector to work in

Our industry specialist advisor will give you an overview of the key sectors that are always recruiting and the job roles in these industries you might like to consider. You will then have a one to one discussion with the advisor to explore which job would suit you best and what further training and development you should take over the following three to five weeks.

Brush up your basic skills

Should you need to brush up on your English and maths 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 to 2 days a week:

- EDI Level 1 Award in Warehousing and Storage
- Training course to gain an RTITB pedestrian operated lift truck licence

Work experience placement
Job interviews with employers /agencies

A great new job!

Work Skills Programme and Warehouse 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

Gain some real work skills

The EDI Level 1 Award in Warehousing and Storage gives you the knowledge and skills to get a job within the warehousing and storage sector including:

- Health and safety in the workplace
- Maintaining the cleanliness of equipment
- Picking goods
- Placing goods in storage
- Process orders for customers
- Keep stock at required levels
- Wrap and pack goods
- Using equipment to move goods

Pedestrian operated lift truck licence

The course also includes training to get an RTITB pedestrian operated Lift truck licence.



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.

Work experience placement and job interviews

Having completed your individual programme we will help find you a work experience placement and 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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