

response

referral education skills provision opportunities
networks sustainability engagement



Programme Overview



Response courses run in targeted areas across Kent for people over 19 who are unemployed or in low-paid work. We offer skills and basic qualifications to assist individuals into further learning, employment and volunteering.

Course details

Accredited courses

Food Safety in Catering

Level 1 and Level 2 courses are certificated by HABC. These courses cover food safety hazards, temperature control, refrigeration, chilling, reheating, hot and cold holding, food handling, principles of safe food storage, food premises, equipment and legislation. It is an essential qualification for anyone working in catering or with food, thinking of starting a business or for those seeking employment.

Level 1 is a half day. Level 2 is a full day.

Health and Safety in the Workplace

Level 1 and Level 2 courses are certificated by HABC. These courses give a general introduction and understanding of health and safety, and the hazards and risks encountered in the workplace. It is a useful and desirable qualification for those seeking work, already employed or volunteering.

Level 1 and Level 2 are full day courses.

Level 2 Principles of COSHH (control of substances hazardous to health)

This course is certificated by HABC. It is designed for those who use substances hazardous to health at work. It is relevant in many industries including: hairdressing and beauty, catering, cleaning and maintenance, engineering and printing. It introduces substances and the risks and controls available, and outlines what to expect from a COSHH assessment. The qualification prepares employees to contribute to the safer use of hazardous substances in their workplaces.

This course is five hours long.

Level 2 Principles of Manual Handling

This course is certificated by HABC. It provides an introduction to the hazards and risks involved in the safe lifting and carrying of items. It outlines what is expected from a manual handling assessment and how to develop safer handling techniques in the workplace.

This course is a full day.

Level 3 Emergency First Aid at Work

This course is certificated by Quallsafe. It is delivered through hands-on learning, practical teaching, demonstrations and a theory test. An Emergency First Aid at Work certificate will be issued upon successful completion of the course. This is valid for three years.

This course is a full day.

Level 2 Award in Basic Life Support for Adults and Children

This course is certificated by Quallsafe. It provides a useful overview of techniques covering resuscitation, burns, bleeding, choking and the recovery position. This course does not qualify participants to carry out first aid. On successful completion a Level 2 certificate will be awarded. You may also be able to progress onto a Level 3 Emergency First Aid at Work course.

This course is five and a half hours long.

Photographic proof of identity must be shown at the start of all accredited courses.

Introduction to... vocational areas

These half day courses give an insight into the opportunities, personal qualities and skills required for working or volunteering in a vocational area. They will also look at qualifications and avenues for further study.

Business Administration
Customer Service and Retail
Health and Social Care
Introduction to Mentoring
Working with Children

Awareness courses

Designed to facilitate awareness, these half day courses will examine the knowledge and skills required in supporting people with various health conditions and challenges.

Deaf Awareness
Dementia Awareness
Introduction to British Sign Language
Visual Impairment Awareness

Wellbeing courses

Mental health issues are well known as a barrier to learning and employment. Our courses look at the meaning of mental health, identify challenges and explore the process of keeping well.

Introduction to Assertiveness
Introduction to Mental Health First Aid
Mindfulness
Introduction to Wellbeing (managing stress and anxiety)

Additional short courses include

Introduction to First Aid for Parents and Carers
Introduction to Healthy Eating
Introduction to Moving and Handling (people)
Introduction to Safeguarding for Vulnerable Adults

I.T. courses

Basic Computer Skills

This course offers basic skills for those who have never used a computer before or lack confidence. It is relevant for home use or as a starting point for further work-focused learning.

Next Level Computer Skills

For those who are confident with the very basics of computing but would like to know more about specific areas, such as the internet and email, word processing, spreadsheets, web-based buying and selling, online banking and engaging with public services.

These courses typically run for two half days.

Additional I.T. courses

Digital Inclusion (social media)
Internet Safety

Creative arts and craft courses

Make your hobby work for you - introductory courses are available in a range of creative topics for eligible groups in community settings. These can lead to longer beginner courses.

Introduction to Floristry
Introduction to Jewellery Making
Introduction to Arts and Craft
Introduction to Sugarcraft

Course details

Personal development courses for work and volunteering

We offer a range of courses relevant to working and volunteering.

Getting Job Ready

This course is designed to support and motivate people to recognise and overcome the barriers to seeking employment, to build their confidence and transferable skills to make positive decisions about future employment opportunities.

This course typically runs for two half days.

Skills for Work and Jobs (Romney Resource Centre)

On this course participants will create a CV and covering letter and learn how to tailor them to a specific job vacancy. There will also be guidance in searching and applying for jobs online. This course will also help those who want to refresh their CV. Delivered by Romney Resource Centre, it runs regularly throughout the year.

This is a two day course. Please contact the Response Team for more information.

Skills for Volunteers

In partnership with Ashford Volunteer Centre and Kent Coast Volunteering, this course is tailored to meet local needs. It covers: the benefits of volunteering, the role and responsibilities of being a volunteer, how volunteering can improve skills and offer relevant experience.

This course is a full day. Please contact the Response Team for more information.

Self Esteem and Confidence

This course can be tailored for groups and will contain some or all of the following topics: awareness of the 'inner critic', replacing blame with praise, strategies for working with negative emotions, body consciousness, self-care, making an impression, finding a voice, speaking out, being heard and being a good listener.

This course runs for four hours over two days.

Contact us

To enquire please call:

03000 41 60 00

The Response programme is funded by the Education and Skills Funding Agency as part of the Neighbourhood Learning in Deprived Communities initiative.

Contacts:

Response Curriculum Leaders

Dartford, Gravesend and North Kent

Patricia Dillon-Russell

03000 41 74 41 / 07740 183849

Swale, Maidstone, Dover and West Kent

Mima Vicentjevic

03000 41 69 55 / 07540 693000

Canterbury, Ashford, Shepway and East Kent

Joanna Eve

03000 41 73 34 / 07917 519453

Address

Kent Adult Education
Response Team
Unit A-B London Road Trading Estate
Sittingbourne
Kent
ME10 1SX

Email

response01@kent.gov.uk

Please note that in order to assess your eligibility for this funding, we will need to ask for information regarding employment, earning status, benefits and residency.

We aim to provide you with the best possible learning experience. To help us to do that we need to know if you have any disabilities or additional support needs.

Response works with a range of partners to deliver this programme, including but not limited to: Romney Resource Centre, Ashford Volunteer Centre and Kent Coast Volunteering, The Royal British Legion, Shaw Trust, Porchlight, Swale and NW Kent CVS, Kent Enterprise Trust and Optivo.

