



Day:	Half Day
Time:	1—3pm
Dates:	6 January 2012
Numbers:	Minimum 8, Maximum 14
Course Level and Title:	Level 3 award in Industry Awareness
Course Fee:	£20
Tutor:	Mel Hargreaves

Who is the Course for?

Do I need any prior experience? No

Will I need an Interview? No

What could I do next? This course will lead to you knowing how to apply for jobs or to start a job role.

What are the aims of the course?

What topics will I cover?

- Laws
- Guidelines
- European Working Time Directive
- Time off and Maternity/Paternity leave
- Team Building
- Safeguarding

What will the sessions consist of?

Activities, discussions and written activities. There is a booklet to complete during the course and after.

How is the course assessed?

Practical Exam? No Written Exam? Booklet is assessed.

Awarding Organisation: Central YMCA Qualifications, www.cyq.org.uk

How can I prepare for the course?

Key Facts

Apprenticeship option? YES

Key Qualification? No

**What Next?
Contact us**

Adult Learning, The College of Richard Collyer
Hurst Road, Horsham, RH12 2EJ
Phone: 01403 216597
Email: adulted@collyers.ac.uk