

The College of  
Haringey, Enfield  
and North East London



# Skills for Employment

for unemployed people to get training and to get a job



Many courses start immediately.  
Call now to arrange your start date!

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# Skills for Employment

## Do you want to work at the Olympic Park?

If you complete any of the starred ★ courses you may be put forward for an interview to work at the Olympic Park

### ★ Security Guarding and an Award in Pre-employment or Customer Service

These courses are designed to provide you with the basic knowledge of how to protect people, property and premises.

### ★ Frontline Assistant - Award in Cleaning and Pre-employment

This course will give you recognition for your skills in the cleaning industry. You will learn hygiene standards, health and safety and you will gain skills for employment.

### ★ Award in introduction to Hospitality and Pre-employment

The award provides an introduction to those looking for work in the hospitality industry. You will learn about customer service, health and safety and workplace skills to help you get a job in this industry.

### Award in Retail Skills and Pre-employment

This course will give you a good understanding of the retail industry so that you can get a job in this growing area.

### Award in preparing for Employment

Learn how to make your CV and job applications stand out from the crowd and how to give a great interview.

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### **Award in Business and Administration, Pre-employment and Customer Service**

You will learn about office organisation, how an office works and how to communicate in an office environment. You will also learn about skills for employment and customer service.

### **Award in IT User Skills (ITQ), Pre-employment and Customer Service**

You will learn how to use Microsoft Office, the IT skills you need for work and customer service.

### **Award in Customer Service and Pre-employment**

This course covers the principles of customer service so that you can ensure you have excellent customer service skills.

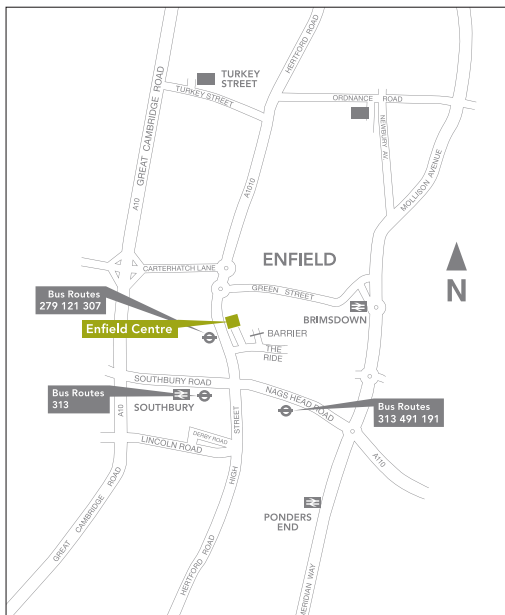
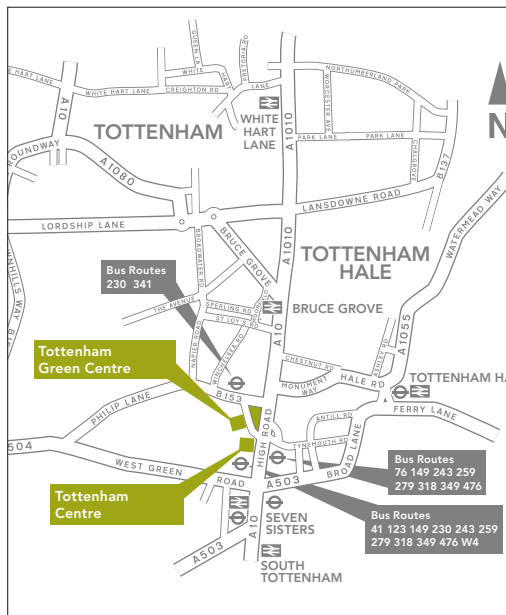
### **Childcare**

This course covers unit CYPOP 5 (Children and Young People Option 5) from the Level 3 Diploma in Children and Young Peoples workforce. You will learn how to set up a home-based childcare service.

### **Health and Social Care BTEC Level 1 Award**

This course will develop your skills and introduce you to health and social care vocabulary and terms.

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## Enfield Centre

73 Hertford Road EN3 5HA

Buses: 121, 279, 307

Southbury

## Tottenham Centre

Tottenham High Road N15 4RU

Buses: 76, 149, 243, 259, 279, 349, 476

Seven Sisters



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