



## LIF Skills and Opportunities

# Passport to employment programme for employers





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An exclusive and bespoke programme has been designed to assess the needs of the local workforce and provide support to overcoming barriers in order to access the labour market. This course will equip the person with the right skills to be ready to enter into the world of work by focusing on various educational and training options.

This programme has been designed and developed in partnership with Job Centre Plus, local employers and education providers. It ensures that our local people are prepared for working life with the core skills/standards that employers need.

Over the coming years, there will be in excess of 18,500 new jobs in Luton, many highly skilled and with an above average salary. It is our intention through this programme to support local people in securing these jobs. One of our aims of the Luton Investment Framework is 'local jobs for local people'.

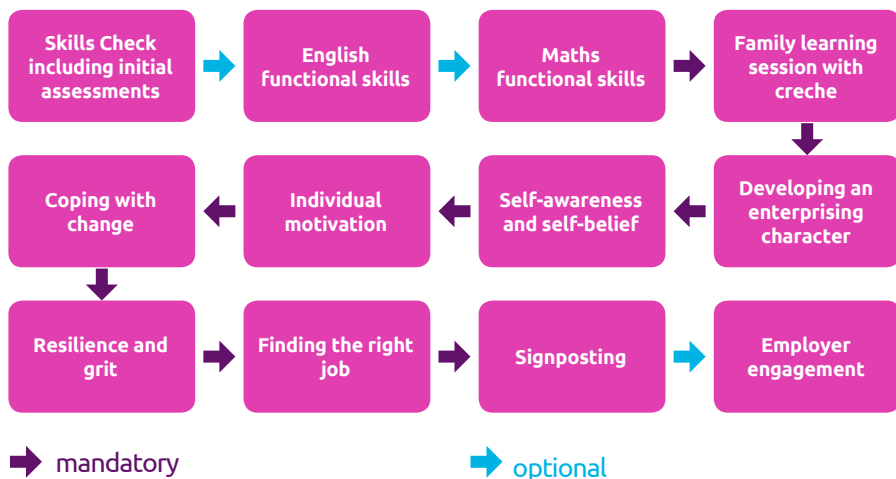
'Passport to employment' is aimed at those struggling to access the labour market due to the barriers they face

to employment. This course offers people the chance to work through what they see as the barriers and to support them to get ready for the work place. It will help and support them to reach the standards that employers feel are needed in the world of work, education and training. Every person who completes the course will come out with a passport to employment certificate.

The programme can be delivered in partnership with employers where a bespoke activity/industry day/work experience can be developed where you have the opportunity to show the potential employees the requirements of the job and test their skills and knowledge prior to moving to an interview process. Our dedicated team will work with you to shape a programme that supports you to gain the right workforce.

For more information or how to get involved please contact Aftab Mohiudin, Skills Broker either by email [Aftab.Mohiudin@luton.gov.uk](mailto:Aftab.Mohiudin@luton.gov.uk) or by telephone **01582 546282**.

# Course outline



## Skills Check

As part of the skills check we will help individuals to identify what skills they already have that could be transferable.

We will also conduct initial assessments in English/ESOL and maths and if individuals would like to improve their skills, they will be signposted to existing Adult Learning provision.

## English, ESOL and Maths

Courses provided at all levels from E1 up to L2. GCSE courses are also available for those wishing to gain additional qualifications.

The units below make up an extended award in passport to employment. The award consists of 12 credits, delivered over a 4 week rolling programme totalling 72 hours of learning.

## Family learning session

To start the course off we will offer a family learning session to all of those individuals where childcare is a potential barrier. The focus of this session would be to inform parents on how to look for appropriate childcare placements and how to support them and their child(ren) with that transition. We would provide a crèche for this session to support those parents.

## Developing an enterprising character

- understanding the meaning of the term enterprising character
- understanding own enterprising character
- understanding how to develop own enterprising character

## Self-awareness and self-belief

- be able to demonstrate self-awareness
- to demonstrate self-belief through completing tasks

## Individual motivation

- what is meant by motivation
- the importance of motivation
- how to improve own motivation

## Coping with change

- understanding why change can happen
- understanding people's reactions to change and know about the tools/ methods that might help them and others cope with change

## Resilience and grit

- understanding the importance of resilience
- how to develop resilience
- understanding the importance of grit

## Finding the right job

- where to find and search for employment
- how to apply for employment opportunities
- how to prepare for an interview

## Employer engagement

This module will be optional and delivered in partnership with employers. It will range from:

- work experience
- work place visits
- industry days

jobcentreplus

Department for  
Work and Pensions

This programme is being part-funded and delivered in partnership with Job Centre Plus.

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