

# CITY & GUILDS PROSPECTUS



AWARD, CERTIFICATE & DIPLOMA  
IN EMPLOYABILITY SKILLS





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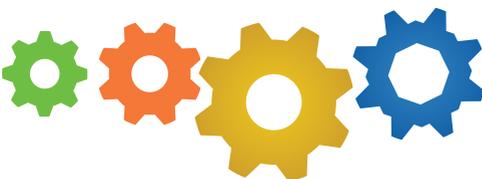
## Introduction

Welcome to the ARC City and Guilds guidebook to the “Award, Certificate and Diploma in Employability Skills”. Being part of the ARC service means you have access to courses that have been put together with you in mind.

City and Guilds offer a suite of qualifications in skills development that will support you at a personal level as well as increasing your employment opportunities. The qualifications are valued by employers across the world, helping individuals develop their talents and abilities for career progression. You can choose from a range of subjects that fit in with what you want to learn and work together with your Recovery Coach and other ARC workers to gain awards, certificates and diplomas. Although you do not need to attend a college you will be accepted as a student by North East Scotland College while you are working on the courses. This entitles you to access a range of student facilities such as the IT suite, gym and a student card!

We have tried to make the individual units easy to understand and follow and, with the support of your workers, you will enjoy learning at the same time as gaining qualifications. In this guidebook you will find information on all the topics you can learn about and how to take the easy step of becoming an ARC student.

**Learn new skills, feel more confident and see new and exciting opportunities open up for you! You have already taken the first step by reading this introduction. Now it’s up to you, which course will you choose?**



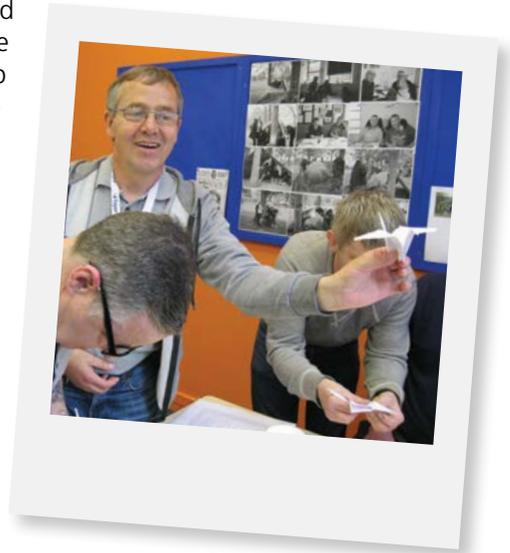


## How do I become a student?

The first thing to do is speak to your ARC worker or have a look at the subjects available which are also on a useful list at the back of this guidebook and get in touch. Once you have made this first contact, an appointment will be made for you to enrol as a college student. This involves meeting with the ARC college link worker who will explain more about the course, what you can expect and what will be expected of you as the learner. This meeting will also involve the completion of the paperwork required by the college. This information will be submitted to the college who will then write to you confirming your enrolment.

## How do I learn?

The style of learning is flexible and designed to meet the needs and preferences of the learner. There will be some small group work and 1:1 work. You will receive ongoing support from a tutor throughout the duration of your learning. You will be expected to complete learning workbooks in order to build a portfolio of evidence to achieve your qualification. Although a college student, learning will take place out with the college building in a location which is familiar and comfortable to the learner.





## Unit 402

### Managing personal finance

This unit encourages learners to build upon their existing knowledge of managing personal finances including how to reduce expenditure and plan a budget. The unit also explores different products on offer by financial institutions, ensuring the learner has a knowledge and understanding of these and what they can offer. Upon completion of this unit, the learner will also be aware of where and how they can access support in relation to managing their own personal finances.

## Unit 404

### Effective communication

By undertaking this unit, the learner will gain a greater understanding of the importance of effective communication and the impact it can have, particularly in a place of learning or work. Learners will have the opportunity to build upon existing communication skills and techniques whilst learning new ones along the way. This unit also looks at appropriate behaviour and why this is important in our day to day lives. The unit also explores feedback, both delivering and taking and offers useful tips and advice in relation to this.

What learners have said

***“Having a good routine - somewhere to go instead of staying in the house”***





## Unit 407

### Interview skills

This unit supports a learner through the whole interview process from researching the company to undertaking different interview styles. This unit offers practical experience of interview skills in a safe and non-threatening environment through the use of mock interviews. Learners will be encouraged and supported throughout the whole process and will also have the opportunity to review their own involvement and will receive feedback from others to help with this process.

What learners have said  
***“Being able to talk to a person that you can actually get help from”***

## Unit 408

### Searching for a job

Undertaking this unit allows the learner to develop their existing job search skills. Upon completion, the learner will be able to identify and use various resources to assist with the job search process such as job alert systems and will be able to identify the key elements of a job advertisement whilst matching this to their own skills and qualities.

## Unit 410

### Keeping safe

Throughout our day to day lives, we face ‘risks’ of varying degrees, for example, crossing the road or using social media. This unit offers learners the opportunity to explore different risks to personal safety whilst focusing on ways of minimising the level of risk to the individual. Learners will also explore what support is available, how this support can be accessed and the benefits of doing so.



## Unit 412

### Contribute to own healthy living

A healthy lifestyle can have a positive impact on the way we view and feel about ourselves. Often, people identify changes, big or small, they would like to make in order to become healthier than they feel at present. This unit supports and encourages the learner to identify the key elements of a healthy lifestyle and why it is important whilst making realistic changes specific to the individual such as quitting smoking, walking more or eating more fruit and vegetables. Learners are supported to carry out these changes and will be encouraged to reflect upon the impact of these changes.



What learners have said

***"I've enjoyed it - worthwhile"***

## Unit 425

### Effective skills, qualities and attitudes for learning and work

This unit concentrates on the way in which we present ourselves and the impact this can have in relation to learning and work. Completing the unit allows people the opportunity to identify their strengths and skills, focusing on what they enjoy and are good at and looking at how this can transfer to work or learning. Learners will also undertake a personal action plan, looking at the skills they wish to develop and the steps they will take in order to do this.



## Unit 430

### Dealing with problems

What learners have said  
***“I learned a lot and it was good to bounce ideas around in a group”***

We all face problems of varying levels on a day to day basis. This unit aims to equip the learner with the skills required to deal with a problem by focusing on a solution and reducing the risk of becoming overwhelmed by the problem. Learners will have the opportunity to work through different scenarios before selecting a ‘problem’ they wish to deal with and making a plan of action as to how they will do so. Learners will have the opportunity to review their action plan focusing on what went well and any changes they might make.

## Unit 431

### Developing personal confidence

This unit focuses on an individual’s understanding of personal confidence and how they feel about their own levels in different situations. This unit supports the learner to identify a range of ways to build and develop upon their own personal confidence whilst understanding the benefits of doing so.





## Unit 433

### Coping with change

Whether small or large, change is part of our everyday lives. This unit helps the learner gain a greater understanding of different types of change and the impact this can have on themselves and others. The unit also encourages the learner to recognise ways of dealing with a change in a positive and constructive manner and identify resources available to help them do so.

What learners have said

***"It gave me more confidence"***

## Unit 442

### Introduction to alcohol awareness

This unit helps increase the learner's knowledge and understanding of alcohol, the laws governing its use and the impact it can have on an individual and the wider community. Upon completing this unit, the learner will also be able to identify where and how to access support in relation to alcohol misuse.

## Unit 444

### Introduction to drug awareness

This unit explores the definition of a drug and help gain an understanding of the laws surrounding drugs. The unit encourages the learner to consider the effects of drug misuse not only on the individual but also the wider community. This unit also focuses on where an individual can access support and advice relating to drug misuse.



## What do I do next?

Are you interested in doing/finding out more about the following units...

- Managing personal finance
- Effective communication
- Interview skills
- Searching for a job
- Keeping safe
- Contribute to own healthy living
- Effective skills, qualities & attitudes for learning & work
- Dealing with problems
- Developing personal confidence
- Coping with change
- Introduction to alcohol awareness
- Introduction to drug awareness

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### **Drugs Action HELPLINE**

Tel: 01224 594700

Mon-Fri 11am-7pm

Sat-Sun 2pm-5pm





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