

Module	Aim	Duration	Sample Activities Included	Staffing
Jobseeker Training	Developing confidence and competency in the skills required to identify, apply for and secure suitable employment	26 weeks	<ul style="list-style-type: none"> • Writing a Curriculum Vitae and cover letter • Job search methods • Completing application forms • Developing interview skills • Mock interview practice • Travel training • In work etiquette 	1 course leader with 1-2 support staff depending on group size
Work Readiness	Offers opportunity to explore the world of work	12- 26 weeks	<ul style="list-style-type: none"> • Identifying the benefits of work • Visits to workplaces • Meeting employers • Internal work experience at Brooke Farm • Developing transferable skills 	1 course leader with 1-2 support staff depending on group size
Work Placement	Practical supported exposure to the workplace to develop readiness for paid employment	12- 26 weeks	<ul style="list-style-type: none"> • Work placement of 1-37 hours per week in an environment and role suitable for the needs of the individual 	1:1 initially with phased support
Apprentice-ships	Practical development of work related skills and experience whilst studying for a relevant qualification	Dependent on role and individual requirements but usually 12 months	<ul style="list-style-type: none"> • Workplace experience and skills development • Training • Support and mentoring 	Working in partnership with NCC recruitment and an appropriate apprenticeship provider to develop this
Employer Training	Promoting disability awareness and the benefits if a diverse workplace	2 hours- 1 day	<ul style="list-style-type: none"> • Integrated inductions • Tailored training to meet the needs of the employer 	1 trainer