



# /// Get into Work & Training

Free courses for adults





It's never too late to learn!

If you are looking for work or want to gain skills to work in a specific sector, take a look at the free short courses on offer.

Courses are developed with local employers to ensure you will gain the skills and knowledge they need their staff to have, and you will receive support in producing a CV, searching and applying for jobs, and preparing for interviews too.

There are also courses to help you improve your English, maths and digital skills which will help when not only looking for jobs, but in everyday life too.

We aim to make life-long learning as accessible as possible, so courses are delivered at our college campuses in Wolverhampton, Bilston and Telford, as well as in community venues near you.



\* Top three in general further education colleges - ref National Achievement Rates Tables (NARTs) 2023/24, published March 2025

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# GET INTO WORK...

## FREE\* COURSES FOR ADULTS >>>

Adult courses  
delivered across  
Wolverhampton and  
the surrounding  
areas

**I don't know what I want to do as a job and need advice on what training and courses are available...**

Drop in to the **Careers and Skills Hub** at the Wellington Road campus in Bilston or City Learning Quarter campus in Wolverhampton city centre for:

- Access to **free courses** and workshops
- Signposting to employment opportunities
- Access to free advice and guidance

### **Get support with:**

- Producing a CV
- Searching and applying for jobs
- Preparing for an interview
- Planning your career
- Working towards your goals

### **Opening hours:**

Monday - Thursday:

9am-5pm

Friday: 9am-4.30pm

*No appointment necessary*

**I think I know which sector I want to work in but need a taste of what's involved...**

Sign up for a **free Preparation for Work programme** to learn more about working in:

- Adult Social Care
- Business Administration
- Cleaning
- Retail and Customer Service
- Warehousing
- Hospitality and Catering

### **Get support with:**

- Developing your digital and IT skills
- Developing your employability skills, such as communication, timekeeping and teamwork
- Producing a CV
- Preparing for an interview

**I know which sector I want to work in and want to gain the skills and knowledge employers are looking for...**

Enrol on a **free Into Employment programme** or **Skills Bootcamp** and get a guaranteed job interview with an employer with vacancies in:

- Adult Social Care
- Construction
- Customer Service and Retail
- Educational Support Worker
- Hospitality and Catering
- Midland Metro
- Rail
- Social Media (content creation)

### **Benefit from:**

- Pre-employment skills training
- Sector work experience placement
- Guaranteed interview with an employer on successful completion of the course

## /// Adult Social Care

If you want to work with adults in a residential care setting, the community or their home, these **free courses** will enable you to develop the skills and knowledge you need.

You will gain an overview of working in the adult social care sector and gain an insight into responsibilities of different roles, as well as an understanding of National Care Standards, person-centred care, safeguarding, and health and safety in the workplace.

You will also get support with producing a CV, applying for jobs and preparing for an interview.



**\*Guaranteed  
job interview  
with an industry  
employer**

### COURSES AVAILABLE:

- Into Employment Adult Social Care\*
- Working in Health, Lifestyle and Science Industries
- First Steps into Adult Social Care



"After finishing the course, I gained employment with Handle With Care Black Country, and from there, everything started to fall into place. I went on to complete my Level 3 Diploma in Adult Social Care, and was awarded both a Scroll of Honour and a Platinum Award for my achievements. I was also named Achiever of the Year with Handle With Care."

**Claire Smith**  
*Into Employment Adult Social Care*

# /// Business Administration and Customer Service Industries

Whether you are looking for work, or you want to re-train to improve your employment prospects this **free course** can help you develop the skills you need to work in a business administration role.

You will gain an understanding of the role of a business administrator as well as learning about important policies and procedures governing the sector and the importance of health and safety.

In addition, you will also improve your digital and IT skills, develop key employability skills – such as communication, teamwork and problem solving – and get help with producing a CV, applying for jobs and preparing for an interview.



## /// Essential Digital Skills

Whether you are a beginner and need to learn the basics of IT, have some computer knowledge and are keen to develop more, or want to become an expert in using digital devices, these **free courses** will improve your confidence in using a range of IT software packages.

Course content includes: internet safety for IT users, understanding how to be successful, word processing, IT user fundamentals and using presentation software (Microsoft PowerPoint).

### COURSES AVAILABLE:

- ➔ Entry 3
- ➔ Level 1





\*Guaranteed  
job interview  
with an industry  
employer

## /// Education and Training

Whether you want to work with children in primary or secondary schools, get a job as a support worker helping adults with their learning, or work in a mentoring role, these **free courses** will enable you to develop awareness and knowledge of working in various support roles.

You will gain an insight to the sector and the job roles available, as well as learn about safeguarding and important policies, procedures and legislation governing the sector.

You will also develop key employability skills – such as communication, teamwork and problem solving – improve your digital and IT skills, and learn how to produce a CV, apply for jobs and prepare for an interview.

### COURSES AVAILABLE:

- ➔ Into Employment - Education and Training\*
- ➔ Introduction to Childcare Industries - Level 1
- ➔ Mentoring - Child Development and Wellbeing - Level 2
- ➔ Certificate in Education (Post -Compulsory Education)\*\*

\*\* Train for a career in teaching in the post-16 sector, developing your skills in lesson planning, assessment, and supporting learners. Please note: This Level 4/5 course requires certain qualifications to enrol and is **not free**. Please email for more details on entry requirements and fees.



"I was unsure about some aspects of the job when I committed to the course, but as soon as I was successful and began working with the futures team, all those worries disappeared. If you want a chance at doing something that makes a real difference I recommend doing the course."

**Joshua Cox**

*Into Employment Direct Learning Support*



## /// English and Maths

### Want to improve your English and maths?

Whether you need to go back to basics and start from the beginning, or build on what you already know and improve your skills, knowledge and confidence, there's a **free course** suitable for you, whatever your level or ability.

Courses are run in the community.

### COURSES AVAILABLE:

- English Functional Skills
- Maths Functional Skills

*Courses available from Entry level to Level 2.*

"All the staff at college are kind and very supportive. They organise the work around you and if you can't do the time, they will find you a different course to fit around you. I am really proud of myself and everything I have done, and you will feel proud of yourself too!"

**Veronika Laumane**

*Multiply and Functional Skills*





If you want to improve your English language skills to help you study or find work, we've got a course that can help.

Our **free courses** will help you to develop and improve your English reading, writing and speaking skills, enabling you to become more confident in work and everyday life settings. You will learn more about life in the UK, working in the UK, and British Values, all while gaining a recognised qualification.

## COURSES AVAILABLE:

- ➔ ESOL
- ➔ ESOL for Work: Business and Retail or Health, Lifestyle and Science Industries

Courses available from pre-entry to Level 1.

## The logo for 'First Steps into Cleaning', featuring three slanted parallel lines followed by the text 'First Steps into Cleaning' in a bold, sans-serif font.

If you want to work in the professional cleaning sector, this **free course** will give you skills and knowledge to improve your employment prospects or even set up your own business.

You will gain an overview of the industry and study modules in health and safety in the workplace and emergency first aid.

In addition, you will also improve your digital and IT skills, develop key employability skills - such as communication, teamwork and problem solving - and get help with producing a CV, applying for jobs and preparing for an interview.

"I have learned about health and safety within cleaning and the equipment used in commercial cleaning environments. The course has also offered me something new - an increase in confidence and social interaction. I am now confident to speak to people and am now more vocal and social."

**Joshua Corbett**  
*First Steps into Cleaning*

## /// Hospitality and Leisure

If you want to work in the hospitality and leisure industry our courses can open up a wide range of career opportunities.

Whether you want to work in a restaurant, kitchen or café, these **free courses** will give you an overview of working in the hospitality and leisure industry and give you the skills and knowledge you need to apply for jobs in the sector.

The courses include food safety, emergency first aid, health and safety in the workplace, as well as communication and customer service.

You will also get support to produce a CV and search and apply for jobs and, on successful completion of one of the courses, will be guaranteed an interview with an employer looking to take on staff to fill vacancies.

### COURSES AVAILABLE:

- ➔ First Steps into Hospitality and Leisure
- ➔ Into Employment Hospitality and Leisure\*

\*Guaranteed  
job interview  
with an industry  
employer





## /// Preparation for Work

Excellent personal and employability skills are vital when you're applying for jobs, attending interviews, or moving into employment.

Whether you need help with putting together a CV, assistance with job searches, help applying for jobs online or tips on how to perform in an interview, these **free courses** will give you the confidence you need to get into the job market.

What's more, by successfully completing the course, you'll gain a recognised accredited qualification made up of tailored short courses - with units such as Award in Personal and Social Development Skills and Personal Emotional Resilience - to help build your confidence and life skills.

### COURSES AVAILABLE:

- Employability and Development Skills - Level 1
- Personal and Social Development - Level 1
- Extended Award in Employability Skills - Level 1

"I'd definitely recommend this course. Since starting college I've grown more confident, and have gained essential skills for my future such as how to apply for jobs, update my CV, and prepare for interviews. The course tutors are incredibly helpful and kind, taking the time to go over topics we struggle with, like interview techniques and CV writing, and they provide useful feedback that really helps us grow."

**Tia Nijjar**

*Employability and Development Skills - Level 1*



## /// Retail and Customer Service

If you want a job in retail or a customer service role these **free courses** will enable you to gain the skills and knowledge you need to work in the sector.

You will gain an overview of job roles and responsibilities, policies and procedures governing the sector and the importance of health and safety.

You will also improve your communication, teamworking and problem-solving skills, will be supported to produce a CV, search for jobs and prepare for an interview, and complete other short work-related qualifications.

### COURSES AVAILABLE:

- First Steps into Retail and Customer Service
- Into Employment Retail and Customer Service\*

"I'd been out of education for a long time, and going back to college felt like the right step for me. It gave me the opportunity to refresh my skills, gain new knowledge, and focus on my personal development. I would say to anyone thinking about coming back to college, don't be afraid - it's never too late to invest in yourself."

**Timea Asztalos**

*Into Employment Retail and Customer Service*



## /// Short Work-Related Qualifications

If you want to boost your existing skills, enhance your CV or start a new career, take a look at the range of short e-learning courses on offer.

Courses are free, flexible and fully-accredited and can be completed at a college campus or community venue.

### COURSES AVAILABLE:

- Health and Safety in the Workplace Level 2
- Food Safety in Catering Level 2
- Environmental Sustainability Level
- Emergency First Aid
- Paediatric First Aid

## /// Transport and Logistics

Whether you want to work in distribution operations, play a part in global importing and exporting, or take your first step towards a career in the transport and logistics sector, this **free course** will give you the knowledge and confidence to get started.

You'll explore how supply chains operate, learn about the environmental impact of transport, and understand key industry legislation. You'll also build essential workplace skills - from health and safety and customer service, to job seeking and employment rights - helping you feel prepared and ready to apply for roles in this fast-moving industry.

### COURSES AVAILABLE:

- Award in Skills for Working in the Transport and Logistics Industry





If you would you like to become a tram driver\*\* for West Midlands Metro, this **free course** will give you the skills and knowledge you need to apply for a job with the company.

You will gain an overview of working in the light rail/tram sector, learn about health and safety, gain important customer service skills and get the chance to drive a tram in a Metro simulator - and, on successful completion of the course, will be guaranteed an interview for relevant roles in the company.

"I recently completed the West Midlands Metro course at City of Wolverhampton College. I completed all of the assessments and the next day I got the call with some amazing news: I'd passed and Midland Metro were offering me a job! It just goes to show - hard work really does pay off. Keep believing in yourself, don't give up, and make the most of every opportunity to learn. A big thank you to City of Wolverhampton College for giving me this incredible opportunity!"

**Jagdish Kauldhar**

*Into Employment West Midlands Metro*



\*\*Please note a full UK driving licence is required for this course



# OUR PARTNERS

The college collaborates with a range of external partners to deliver specialist short courses designed to boost skills and enhance employability. Find out more about these opportunities below.



NIS Group delivers high-quality training to help people gain sustainable employment in the rail, civils, utilities and construction sectors. As part of this commitment, NIS runs the Transport, Rail and Infrastructure Academy (TRIA) in partnership with the college and West Midlands Combined Authority, giving local people the specialist skills needed to build and maintain the region's expanding tram and train networks.



**BLACKROOK**  
ACADEMY

BlackRook Academy, in partnership with the college, delivers specialist digital skills training and employability coaching. The Level 4 Social Media Content Creator Award equips learners with practical knowledge and creative skills to thrive in the fast-paced world of digital marketing and online creation.



Duplex Business Services (DBS) works in partnership with the college to provide electric vehicle (EV) training that addresses the UK's growing skills gap. With only around 20% of vehicle technicians trained in EV technologies, DBS delivers practical courses from Level 1 to Level 4 to equip students with the skills and knowledge needed to succeed in the fast-growing electric and hybrid vehicle industry.

# JOB CLUB

**Every Thursday and Friday**

**Do you need help applying for jobs?**

**Get support with:**

CVs • Interview preparation  
Job searches • Sending emails  
Digital skills • Job matches

**AND MUCH MORE...**

**FOR MORE INFORMATION:**

[careersandskills@wolvcoll.ac.uk](mailto:careersandskills@wolvcoll.ac.uk) /// 01902 317524 /// [www.wolvcoll.ac.uk](http://www.wolvcoll.ac.uk)

📍 **Careers and Skills Hub** » Wellington Road Campus, Wellington Road, Bilston, WV14 6BT

» City Learning Quarter Campus, St. George's Parade,  
Wolverhampton, WV2 1AZ (open autumn 2025)

- Drop-in service
- No appointment needed
- Face-to-face support

**Tailored  
support offered:**  
1-1 or small group  
sessions

## CITY LEARNING QUARTER

The college's brand new campus at the £61 million City Learning Quarter, in the centre of Wolverhampton, opens in autumn 2025.

The state-of-the-art four storey campus – which is part of phase two of City of Wolverhampton Council's City Learning Quarter masterplan – will provide first class teaching and learning facilities and enable hundreds more people from across the region to develop the skills and knowledge needed for their future career.

