

1-2-1 Employability Support Sessions

Providing 1-2-1 support in finding employment

Bookable sessions ONLY

Each customer can book up to 4, 45 minutes sessions.

Designed for people who need extra support in finding a new job. We can help you:

- Set up an email account
- Learn how to apply for jobs online
- Search for job opportunities
- Compile a cover letter and update your CV
- Register for a free UK Online IT course

Tuesday

Stoke Library 09.30 - 12.15

01782 238446

Meir Library 14.15 - 16.15

01782 237559

Thursday

Tunstall Library 09.30 - 11.15

01782 238471

Friday

Longton Library 13.30 - 16.15

01782 238424

Bentilee Library 11.15 - 12.00

01782 231315

Online Learning Courses

Partnership with Virtual College



- FREE online learning courses
- Courses are suitable for anyone wishing to update their CV with a current qualification
- Register now and start learning today



Introduction to COSHH

(Control of Substances Hazardous to Health)

Provides you with an introduction to what employers need to do to comply with COSHH regulations

Food Safety & Hygiene for Catering

(Level 2, City & Guilds Accredited)

Raise your understanding of food safety and hygiene, covers a wide range of key food safety issues, including the three main types of food safety hazards, their sources and methods of control



First Aid - The Primary Survey

Gives you the underpinning knowledge of how to act in the event of an incident requiring first aid assistance

IOSH - Working Safely

This e-learning course leads to a globally recognised IOSH certificate in 'Working Safely' and will provide individuals with thorough knowledge about the essentials of health and safety.



Please see a member of staff for details



Stoke-on-Trent Libraries Back to Work Support

Work Clubs

121 Employability Support Sessions

121 IT Support Sessions

Free Learning Opportunities

City & Guilds

Online Basics Awards

(ITQ Entry Level 3)

Online Learning Courses

Introduction to COSHH

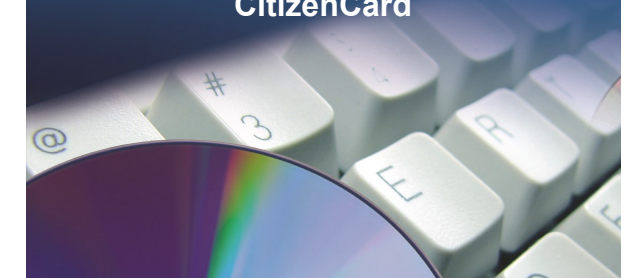
Food Safety & Hygiene

First Aid - The Primary Survey

CSCS Card

IOSH Working Safely

CitizenCard



December 2015

Version 27



stoke.gov.uk/libraries

Work Clubs

Providing Information, Support & Guidance

No need to book - Just drop in

IT skills are now a vital tool in helping people back into a new job and we can show you how to:

- Set up an email account
- Learn how to apply for jobs online
- Search for job opportunities
- Compile a cover letter and update your CV
- Register for a free UK Online IT course

Monday

Longton Library	09.30 - 11.00
Open Door - St Marks Church	10.00 - 11.30
Abbey Hulton Community Centre	10.00 - 12.00
St Johns Community Centre (Trent Vale)	12.00 - 14.00
City Central Library	13.00 - 14.30

Tuesday

Meir Community Education Centre	09.30 - 11.00
Stoke Library	12.30 - 14.00
dDeaflinks (The Ellis Centre, Shelton)	13.00 - 14.30

Wednesday

City Central Library	09.30 - 11.00
Stoke Library	09.30 - 11.00
Longton Library	14.00 - 15.30

Thursday

Swan Bank Cafe	10.00 - 11.00
Wesley Hall Methodist Church (Food bank, Sneyd Green)	10.00 - 12.00
Tunstall Library	11.30 - 13.00

Friday

Bentilee Library	09.30 - 11.00
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IT Buddies

Book your free 121 IT support session with one of our IT buddies

Bookable sessions ONLY

Contact the library for further information

Each customer can book up to 8 free sessions

Wednesday

Tunstall Library	10.00 - 12.45
01782 238471	

Thursday

Stoke Library	10.00 - 12.45
01782 238446	
City Central Library	11.30 - 14.15
01782 238455	

Bentilee Library

Bentilee Library	13.00 - 16.00
01782 231315	

Friday

Longton Library	10.00 - 13.00
01782 238424	

CITIZENCARD

Apply for your free CitizenCard

A CitizenCard is an official UK ID/proof of age card recognised as such by the Home Office and almost all UK retailers and public transport providers including UK airlines

Available during CSCS training sessions



Gain Your CSCS Card

Study for your CSCS card and then book in to take your test for free. Take an IOSH Working Safely online course to gain your full 5 year card.

Thursday

Meir Library	15.30 - 17.30
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Friday

City Central Library	10.00 - 13.00
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Drop in Sessions
Limited Spaces

Must achieve a minimum of 3 mock test passes

City & Guilds
Online Basics Award

City & Guilds

Free City & Guilds accredited training with
Stoke-on-Trent Libraries

Completing the one hour assessment will give you an award in Online Basics
(1 Credit at Entry Level 3 on the ITQ)



To complete the online assessment, you'll need to show you have three of the key skills that are important when using the internet:

- Communication using email
- Searching the internet
- Using the internet safely

You can learn all the skills needed to pass the assessment by registering with
Stoke-on-Trent Libraries

You must do the online assessment in a Stoke-on-Trent Library which is also a City & Guilds assessment centre.