

NOW

www.nowgroup.org

Skills Academies



The award-winning NOW Group Training Team

(OCN NI Provider of the Year 2020)

We provide a wide range of OCN NI accredited and non-accredited training courses designed to improve employment opportunities for participants.

Our accredited training academies are 12-15 weeks long and involve participants undertaking a 6-week work placement (1 day per week for 6 weeks). The academy model ensures that participants experience both theory and practical based work throughout the course. The course also allows the participant to experience a real working environment whilst gaining knowledge of industry specific skills and enhancing employment opportunities.

Our non-accredited training courses are focused around soft-skills and will encourage independence and resilience whilst improving employment opportunities simultaneously.

NB *Where relevant each course will also include a session on Appropriate Workplace Behaviour and Health & Safety if not already included in the course unit criteria

Essential Skills – Literacy

Qualification

OCN NI Accredited

An Essential Skills Course in Literacy will help to improve your reading, writing, speaking and listening skills as well as increase employment opportunities and enhance your life experiences. An initial assessment will be carried out by your trainer to ensure you are fully supported and enrolled at a suitable level.

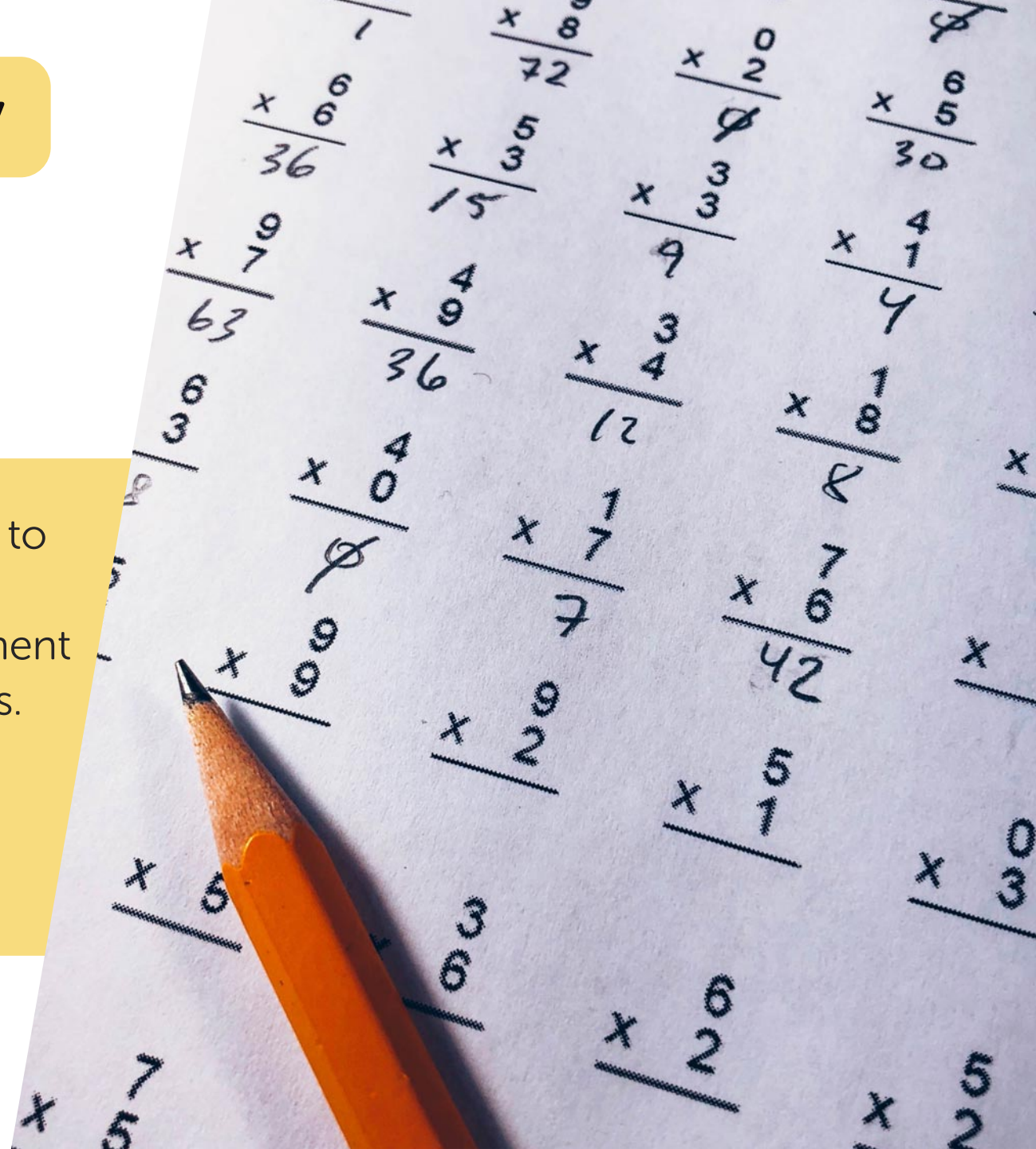


Essential Skills – Numeracy

Qualification

OCN NI Accredited

An Essential Skills Course in Numeracy will help to improve your ability to work with numbers and mathematical skills as well as increase employment opportunities and enhance your life experiences. An initial assessment will be carried out by your trainer to ensure you are fully supported and enrolled at a suitable level.



Hospitality

Qualification

OCN Level 1 Award in Vocational Skills



Course length
12 weeks



Work placement
6 weeks

Course units may consist of a combination of any 3 of the following units:

- Skills in Customer Service
- Reception Duties in the Hospitality Industry
- Promoting Self-Improvement
- Housekeeping Services



Retail Business

Qualification

OCN Level 1 Award in Retail Business



Course length
15 weeks



Work placement
6 weeks

Course units:

- Employee Standards within a Retail Business
- Understanding Retail Business
- Customer Service in Retail Business
- Display, Move & Monitor Stock
in a Retail Business
- Problem Solving in a Retail Business



Warehousing

Qualification

NOCN Level 1 Award in Warehousing



Course length
15 weeks



Work placement
6 weeks

Course units:

- Health & Safety in the Workplace
- Sort Goods and Materials for Recycling and Disposal
- Develop Effective Working Relationships in a Logistics Environment
- Receive Goods in a Logistics Environment



Business Administration

Qualification

OCN Level 1 Award
in Business Administration



Course length
12 weeks



Work placement
6 weeks

Course units:

- Using Effective Communication in the Workplace
- Office Administrator Skills
- Telephone Skills



Progression to Employment

Qualification

OCN Level 1 Award
in Progression to Employment



Course length
8 weeks

Course units:

- Personal Presentation for Work
- Interview Skills
- Diversity in the workplace



Sport & Leisure

Qualification

OCN Level 1 Award in Vocational Skills



Course length
12 weeks



Work placement
6 weeks

Course units:

- Exploring Health & Fitness
- Understanding How Exercise
Contributes to a Healthy Lifestyle
- Teamwork in Practice



Makeup Application

Qualification

OCN Level 1 Award in Vocational Skills



Course length
12 weeks



Work placement
6 weeks

Course units:

- Makeup Application Skills
- Teamwork in a Salon Environment
- Time Management Skills



Hairdressing

Qualification

OCN Level 1 Award in Vocational Skills



Course length
12 weeks



Work placement
6 weeks

Course units:

- Hairstyling Skills
- Shampooing & Conditioning
- Health & Safety in Practice



Hand & Nail Care

Qualification

OCN Level 1 Award in Vocational Skills



Course length
12 weeks



Work placement
6 weeks

Course units:

- Understanding Hand Care
- Health & Safety in the Salon
- Personal Confidence & Self-esteem



Cleaning (Facilities Services)

Qualification

OCN Level 1 Certificate in
Exploring a Career in Facilities Services



Course length
15 weeks



Work placement
6 weeks

Course units:

- Welfare in Facilities Management
- Communication Skills in the Workplace
- Health & Safety in the Workplace
- Problem Solving in the Workplace
- Cleaning Internal Surfaces and Areas



Telecommunication

Qualification

OCN Level 1 Cert in Vocational Skills



Course length
15 weeks



Work placement
6 weeks

Course units:

- Skills in Customer Service
- Developing Computer Skills
- Telephone Skills
- Office Administrator Skills
- Using Email
- Computer Security & Privacy



Catering

Qualification

OCN Level 1 Award in Vocational Skills



Course length
12 weeks



Work placement
6 weeks

Course units may consist of a combination of any 3 of the following units:

- Preparing Hot & Cold Sandwiches
- Skills in Customer Service
- Tea & Coffee Counter Service
- Healthy Diet Planning
- Handling Food Safely
- Understanding Food and Nutrition



ICT

Qualification

OCN Level 1 Award in Vocational Skills



Course length
12 weeks



Work placement
6 weeks

Course units:

- Developing Computer Skills
- Using Email
- Computer Security & Privacy



The Foundations of Money Management

Qualification

OCN Level 1 Award
in Managing Personal Finances



Course length
5 weeks

Course units:

- Managing a Personal Budget



Finance Management

Qualification

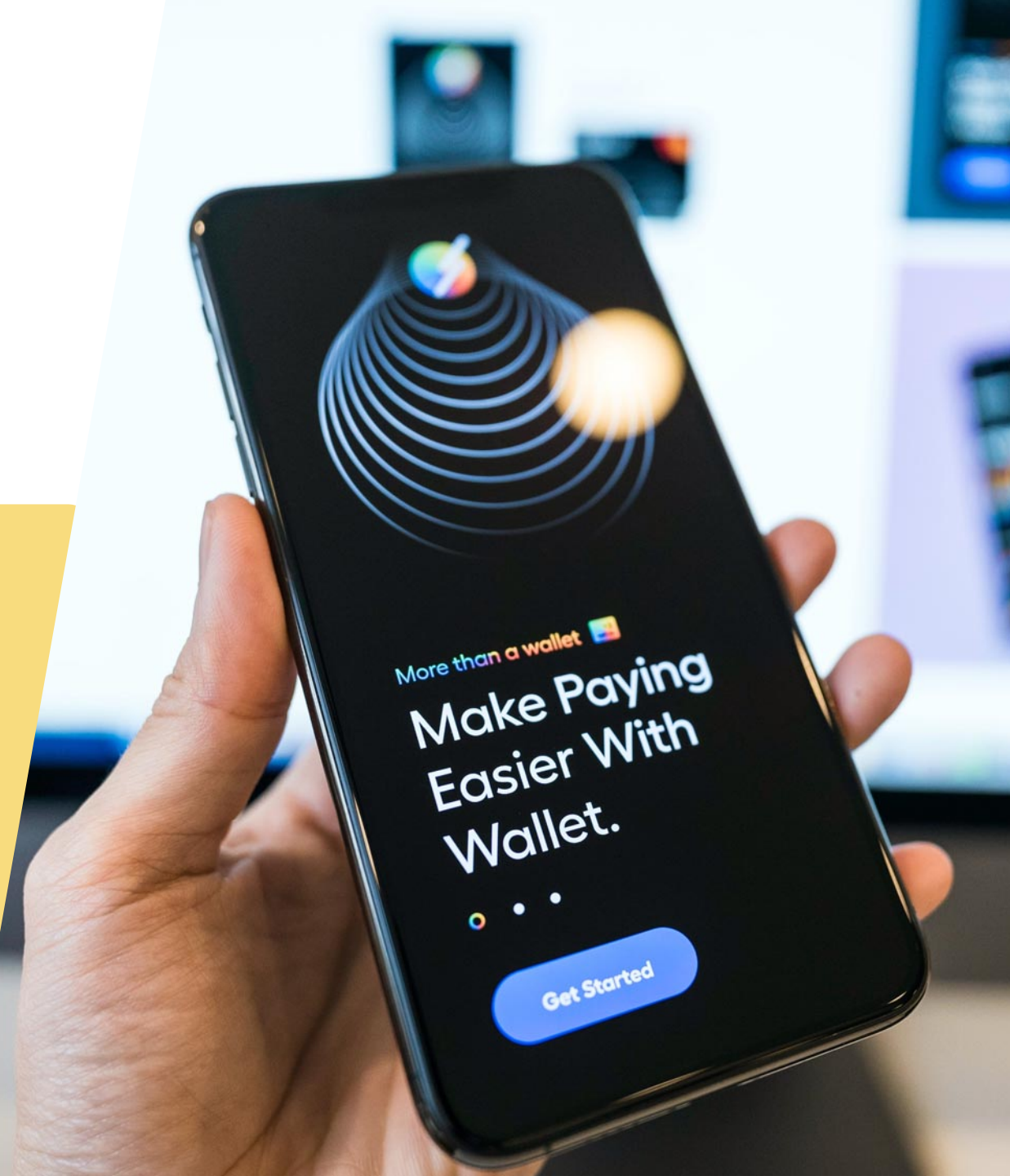
Non-accredited (Soft skills development)



Course length
5 weeks

Course units:

- Financial Strategies and Decision Making
- Credit Scores
- Overdrafts
- Identity Theft
- Savings and Investment Strategies



Driving Theory

Qualification

Non-accredited (Soft skills development)



Course length
5 weeks

Course units:

The Skills Trainer will dedicate their time to helping participants access the information needed to prepare them for their driving theory test. The trainer will also help participants to understand the information and guide them through assessments. Time will be allocated for class discussion, and the trainer will give support and advice around various aspects of the driving theory test where needed.



Personal Development

Qualification

OCN Level 1 Award in Vocational Skills



Course length
12 weeks

Course units:

- Personal Confidence and Self-Esteem
- Promoting Self-Improvement
- Time Management Skills



Enhancing Customer Service Skills

Qualification

OCN Level 2 Award in the Principles of Customer Service



Course length
12 weeks

Course units:

- The Principles of Customer Service
- * NB Course pre-requisite – Students must have previously completed a Level 1 Unit in Customer Service or may be asked to partake in a short interview prior to course enrolment.



Enhancing Employability Skills

Qualification

Non-accredited (Soft skills development)
designed for Post Graduates



Course length
12 weeks

Course units:

- Workplace Induction
- Workplace Motivation and Behaviour
- Understanding Change in the Workplace
- Relationships in the Workplace
- Problem Solving
- Presenting Skills
- Meeting Skills
- Structures in the Workplace
- Teamworking Skills



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