

Step into Work (NHS) - FREE Into Employment course

Study Mode: Part-time | Course Level:

Is this course right for me?

Free training with a guaranteed job interview

The NHS is the largest public sector employer in the UK and, as well as medical staff, employs staff in a range of support departments including administration, catering, facilities, housekeeping, portering and warehousing.

This free course is designed in conjunction with The Royal Wolverhampton NHS Trust to help them recruit support staff and enable local people to get on to the NHS career ladder.

You will have the opportunity to do a work experience placement in an area needing to recruit staff and, on successful completion of the course will have a guaranteed interview for relevant vacancies.

Whether you are looking for work, or you want to develop new skills to improve your employment prospects, this course can help you develop the skills you need to work in your area of the NHS.

What will I learn?

The course covers:

- An introduction to the NHS
- Understanding different roles
- Equality & diversity and safeguarding
- Health and safety (NHS online training)
- Behaviours in the workplace
- Customer service skills
- Answering telephone calls and taking messages
- Communication, teamwork and problem solving
- Patient moving and handling (NHS online training)
- Digital and IT skills
- Producing a CV and applying for jobs
- Preparing for an interview (using AI and Bodyswap technology)
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How long is the course?

The course is five days a week for up to five weeks and includes a work experience placement.

To have a job interview you will be expected to attend all programmed training sessions and successfully complete the work experience placement.

Where are the courses held?

Courses are held at college sites

Delivery

Location:

Start Date: Various throughout the year

Day:

Time:

Course Fee:

Course Code:

Study Mode: Part-time

Apply online: www.wolvcoll.ac.uk/apply