

## Course Information Sheet 2024/25 Foundation Qualification Course

<b>Course title:</b>	<b>Communication for a Neuro-Diverse Workforce</b>		<b>Code: HSF523</b>
<b>Tutor:</b>	Daniel Davidson		
<b>Day &amp; Time:</b>	Friday 9.30-12.00 & 1-4pm		
<b>Start &amp; End Dates:</b>	Term 1	Term 2 24/01/25-04/04/24	Term 3
<b>Number of sessions:</b>	10		
<b>Venue:</b>	Bury Adult Learning Centre		<b>Room No: 9/11</b>
<b>Learner numbers:</b>	Minimum		Maximum
	6		8
<b>Costs:</b>	Full Fee		Discounted Fee
	£213.00		Free

### What will I learn on this course?

This 10-week course is designed to help you explore suitable career options and develop skills to help with seeking work in a paid or voluntary capacity. Thought processes differ for this group of people as it does for many within teams. You will be introduced to a range of external key people who can help you further in the voluntary/employment sector.

### By the end of the course, I will be able to:

- Identify the value of working with others.
- Outline effective communication skills.
- Recognise difficult situations and explore strategies to cope with them.
- Identify conflict resolution.
- Differentiate between aggressive and assertive behaviour.
- Identify suitable people within an organisation who can help.
- Define discrimination in the workplace.
- Take part in a Reverse Job Fair

**By the end of the course, you will be given a free tablet to assist you identify further job/volunteering work**

### Additional information

To assist you with further job/volunteering work, free tablets will be given to students at the end of this course. This course is ideal for learners who are described as neurodivergent and struggling to find or sustain work. Learning Support will be within the class if needed. A pre course interview is required to ascertain this. Please contact Learner Services on 0161 253 5772 to arrange this.

Before you enrol on a course, advice and information is available to help you decide on the right course for you. Contact Learner Services on 0161 253 7501 or e-mail at [learner.services@bury.gov.uk](mailto:learner.services@bury.gov.uk).

Attendance at all sessions is essential. If you miss a session without letting us know you may be asked to leave the course.

Please bring proof of identity to your first session – see page 3 for details.

### **What will be expected of me?**

- Attend sessions and be willing to work as part of the group following the Open Awards programme. Over the course you will build up a portfolio of work, which may include photos and video.
- A commitment to learn and regular punctual attendance.
- The ability and willingness to take part in any voluntary work placements.

### **What will I need to provide myself?**

You will need a Lever Arch file, suitable writing materials and paper. Your tutor will discuss materials at the first class. **Please check the class is running before buying anything.**

### **What could I do next?**

This course will prepare you in confidence about your rights at work and how the workplace can be neuro diverse friendly. Bury council is the largest employer within Bury and is committed to this cause.

You could progress laterally into further sessions within the Work Programme or within your chosen profession or identify another progression route within the world of work and volunteering.

Your tutor will be able to advise on the options available to you in their subject. If you would like to speak to someone about moving on, please ask your tutor to refer you to Learner Services or contact them directly on 0161 253 7501 or email

[learner.services@bury.gov.uk](mailto:learner.services@bury.gov.uk) .

### **Can I get extra help?**

Support with English and Maths as well as IT is available. Please ask for details when you attend your interview with Learner Services.

### **Help with paying for your course.**

This course **may** be free if you are unemployed and claim benefits and want to be employed or progress into more sustainable employment. You may also qualify for a free course if you are on a low wage. Please enquire at the time of enrolment.

Please see the course guide for more information or ask at the time of enrolment. You will be asked to produce evidence to qualify for free provision or sign to say what benefits you are claiming and that you are seeking work.

If you are enrolling on a course which leads to a qualification and are finding it difficult to pay your exam fees or need financial help with childcare, small items of equipment or some travel cost, you may qualify for help from the Learner Support Fund. Ask at the Bury Adult Learning Centre office for a form or ring Learner Services on 0161 253 7501. ***If you have been mandated on to a course by Job Centre Plus you may not be able to get help from this fund.***

### **How to enrol**

Phone: 0161 253 5772

Call into: Bury Adult Learning Centre, 18 Haymarket Street, Bury, BL9 0AQ

**Please keep your copy of this information sheet. It will be useful throughout your course.**

## **Proof of Learner Identity**

All certificated courses require you to show proof of your personal identity. Please bring the relevant IDs on the **first day** of the course. Refer to the list below.

### **List of documents to show proof of learner identity**

To comply with the new exam board regulation, you will be required to show proof of your identity before you could sit for a formal assessment. **All Learners** must bring proof of identity to the first session.

You are required to provide either:

- **One** item from the first list; or
- **Two** items from the second.

#### **List 1: One item required**

- Passport.
- EC identity card.
- Full driver's licence (with photo).

#### **List 2: Two** of the following which are currently in use, are required

- Standard acknowledgement letter (held by people seeking asylum).
- Rent book/tenancy agreement.
- Current credit card or charge card.
- Bank or Building Society book.
- Letter showing home address.
- Full driver's licence (non-photo).
- ES40 and JSA agreement.
- Medical card.
- Services identity card.
- Household Utility bills.
- Bail sheets.
- Original birth certificate.
- Marriage certificate.
- Senior Citizen travel-pass with photograph.
- Any other form of ID.

If you have any questions, please discuss them with your tutor on the first session of the course.