

## Skills for Work - Supported Learning

This course is for learners with learning difficulties and disabilities. If you are thinking about starting paid or voluntary work, but are not sure how to go about it, what would be suitable for you or what it involves, then this course can help you. In this course you will develop an awareness of your rights and responsibilities as a volunteer or employee. We will also provide some support in actively seeking volunteering opportunities.

Please note: There is no class on Thursday 17 December 2026.

Start Date: 24 September 2026  
Start Time: 10:00  
Lessons: 33  
Weeks: 33  
Hours: 66.00

### **Venue**

Rochester Adult Education Centre  
Rochester Community Hub  
Eastgate  
ME1 1EW

### **What will I learn on this course?**

Learners will:

- 1 Examine your rights and responsibilities
- 2 Identify ways to obtain paid or voluntary work
- 3 Express how good personal presentation can help you get paid or voluntary work
- 4 Discuss what employers expect of people in the work place

### **Is this course suitable for me?**

You will need to have an Initial Assessment before you join this class to make sure the course is suitable for you. If you wish to have a carer or communication worker present in the classroom then that will be fine. If you wear glasses please remember to bring them with you. You may be eligible for financial support with your travel, resources or childcare costs through the Discretionary Learner Support Fund. Please ask your tutor for a form if you wish to apply.

### **Will there be any additional costs?**

There are no additional costs. However, there may be a class excursion to a local venue for which you may like to bring money with you. There are also vending machines at the Rochester Centre and you may like to bring some money with you for tea or coffee during the break.

### **What could I go on to do after this course?**

You may wish to join another supported learning course or go onto volunteer or work in the community. Your tutor and support staff will be able to discuss this with you.

### **How are digital skills used and enhanced?**

You need to use the internet for some of your course - using a tablet, laptop or computer. The tutor will speak to you about useful websites, apps and online resources which you may be asked to use for homework.

### **Attendance Policy**

In order to get the most out of your course you will need to attend as many sessions as possible. We recommend at least 90%. If you do have a holiday booked during term time please let the tutor know in advance so that we can help you catch up on missed sessions and ensure that you still achieve the course outcomes. If you are unavoidably ill or unable to attend please contact 01634 338400 so that we can let your tutor know, and so they can send you any work you may have missed