

# Skills for Work

**Skills  
for Work**



## Who are we and what do we do?

Skills for Work is a training provider and part of Bradford Council. We offer a range of courses such as:

- adult learning (aged 19+)
- functional skills
- vocational courses
- workplace skills
- apprenticeships (aged 16+)

Our experienced and highly-qualified staff supports adults and young people facing barriers to employment, and also provide Information, Advice and Guidance (IAG) services to help people into work. On our website you will find details of the courses we currently offer. If you don't find what you are looking for, please get in touch as we can often tailor courses for employers and companies.

[www.skills-for-work.co.uk](http://www.skills-for-work.co.uk)

A report published by Ofsted on 21st May 2024 , rates the service offered by Skills for Work as Good. Inspectors found that the service offers 'an ambitious curriculum' and that staff are 'passionate about improving the lives of their learners'.



**Skills  
for  
Work**

# Apprenticeships

Leadership and Management  
Business Administration  
Customer Service  
Public Service Operational Delivery  
Project Management  
HR Support

**01274 433648**

**[www.skills-for-work.co.uk](http://www.skills-for-work.co.uk)**



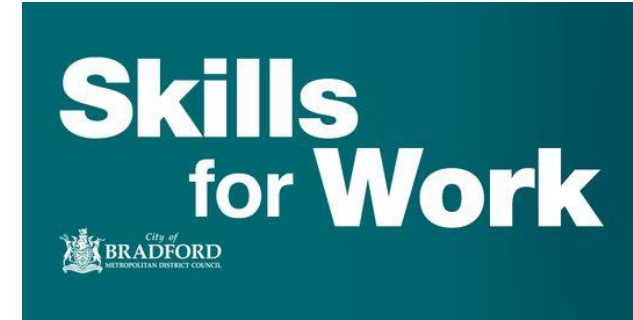
West  
Yorkshire  
Combined  
Authority

Tracy  
Brabin  
Mayor of  
West Yorkshire

## Skills for Work Apprenticeships

Skills for Work deliver the following Apprenticeships:

- Business Admin Level 3
- Customer Service Levels 2 and 3
- Public Service Operational Delivery Officer Level 3
- Team Leader Levels 3
- Management Levels 4 and 5
- Coaching and Mentoring Levels 3 and 5
- HR Support Level 3 (from August 2024)



The Duration is between 15 and 30 months depending on the level of the apprenticeship. Apprenticeships can be delivered to existing members of staff and new recruits. Apprenticeships are work-based training schemes that are designed to help you foster emerging talent in your business. They combine work with study and result in a programme which is truly work focused.

Skills for Work deliver workshops at Chapel Street to support learners to achieve their apprenticeship. You will be made aware of any release dates at the beginning of the apprenticeship and this will be included in the individual training plan.

The tutor will also visit the learner within the workplace to help and support them with their apprenticeship.

By creating new solutions to deliver apprenticeships online, Skills for Work is helping to increase accessibility, flexibility and convenience for both the employer and the employee. We have moved to a more online presence, delivering sign ups, inductions and workshops via online delivery platforms when required.

# Community Learning & Adult Skills Service (CLASS)

Our courses can be delivered in a variety of locations such as in our Centre, Schools, Libraries and Community Venues. We are also deliver short online courses. Our courses are developed and delivered based on the priorities of the community and the needs of the individual learners.



The Community Learning Service delivers a wide range of non-accredited community learning courses to support individuals and families across the Bradford district. We deliver a range of accredited qualifications from Entry Level to Level 2.

Our courses available include:

Functional Skills, English and Maths up to Level 2, ESOL, ICT/Digital Skills from Entry Level to Level 2, Numeracy, "Multiply," courses for those not confident with maths or would like with budgeting, Teaching Assistant level 2 and 3 and a range of qualifications from pre-entry level. For a full comprehensive list please view:

<https://www.skills-for-work.co.uk/part-time-courses-19plus/>

If you require any additional information contact

[www.skills-for-work.co.uk](http://www.skills-for-work.co.uk)

[Businessdevelopment@Bradford.gov.uk](mailto:Businessdevelopment@Bradford.gov.uk)

01274 433648

Skills for Work, 39/41 Chapel Street, Little Germany,  
Bradford, BD1 5BY

**Skills  
for  
Work**

