



# BOOST NCFE LEVEL 1 CERTIFICATE IN EMPLOYABILITY SKILLS

Boost is an exciting new Employability programme that has been collaboratively designed by **HSDC** and **Job Centre Plus**, for those who are at risk of redundancy or newly redundant due to the dramatic changes in the labour market caused by the ongoing Covid-19 pandemic, as well as current JCP customers.

The overall objective of Boost is to offer support to customers during times of uncertainty and changes in circumstances, to reassess their key skills, knowledge and abilities and building self-confidence via a series of tutor led workshops\* and peer support within their groups to enable customers to transition successfully back into employment.

Boost is a two-week programme that uses an Employability Skills qualification to underpin elements aimed at enhancing job searching activities, creating successful applications and achieving positive job outcomes. As well as this the programme aims to Boost customer soft skills such as Communication, Team Working, Problem Solving and IT, to reinvigorate and have confidence in their abilities and sell these to the labour market or consider self-employment opportunities.

Learners will cover the following units:

- Job Application Skills
- Interview Skills
- Writing a CV
- Understanding Mindset
- Understanding Motivation
- Business and Customer Awareness
- How to Keep Improving
- Developing Assertiveness
- Creative Thinking
- Coping with Change
- Health & Safety in the Workplace


### Entry Requirements:

This programme is open to candidates or customers who are 19+ and who are in receipt of one of the following benefits: **Universal Credit, JSA, ESA WRAG, Income Support** or who is at Risk of Redundancy

023 9387 9999  
employability@hsrc.ac.uk  
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**HS  
DC**



Candidates may be required to undertake a Literacy Assessment to ascertain their competency (usually Level 1 Literacy) with regards to completing a portfolio of work successfully.

**Qualifications Gained on the Programme:**

- **NCFE Level 1 Certificate in Employability Skills**

\*Usually delivered as a classroom-based course, **Boost** is currently being offered to groups as an interactive online tutor-led programme. HSDC will resume classroom-based courses too once it is safe to do so.

**Quotes from previous participants:**

*"Julie, just to update you that I have secured employment! Your course really helped me boost my CV and covering letters. This meant that agencies and employers were finally taking me seriously."*

*"The course delivery was excellent, and the two weeks was just what was needed".*

**Further Information:**

Employment Support  
HSDC

[employability@hfdc.ac.uk](mailto:employability@hfdc.ac.uk)

[www.hfdc.ac.uk/employment-support](http://www.hfdc.ac.uk/employment-support)