

Learning in the community or at Shipley College ...

**Bolton Woods
Community Centre**

Livingstone Road
Bradford
BD2 1BD

Tel: 01274 588684

**Windhill Community
Centre**

Church Street
Shipley
BD18 2NR

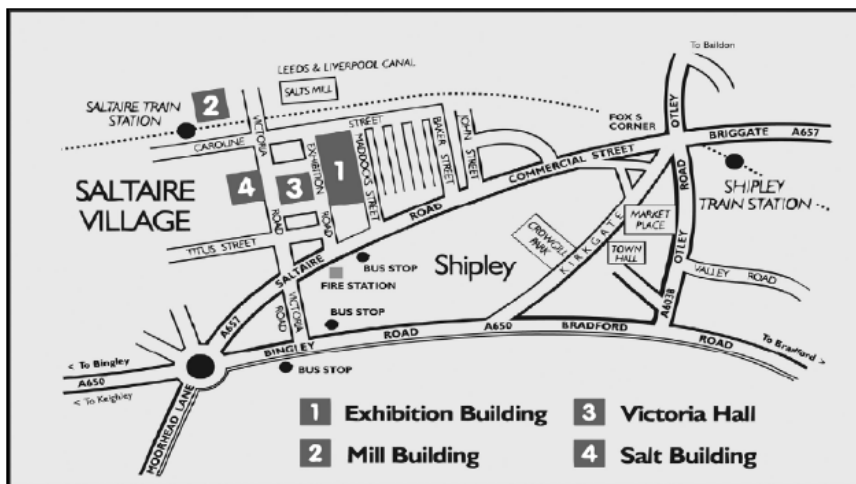
Tel: 01274 588831

Shipley College Skills Centre

Salt Building, Victoria Road, Saltaire, BD18 3LA

Tel: 01274 327268 (See No. 4 on map below)

Map of Shipley College campus



Great People, Great Place



Helping you back into work

Are you over 25?

Have you been registered as unemployed with the Job Centre for 6 months or more?

Shipley College, Exhibition Building, Exhibition Road, Saltaire, BD18 3JW
t: 01274 327222 e: enquiries@shipley.ac.uk w: www.shipley.ac.uk

Shipleigh College can offer you FREE training opportunities to help you improve your skills or even re-train.

Come to Student Services in the Salt Building on Victoria Road and talk to us about how we can help or call us on **01274 327281**.

What we can offer:

- One-to-one interview to help you look at your options
- A personal college advisor to support you
- An individual learning plan tailored to your needs
- Flexible Learning - learn at your own pace in a workshop environment

Ask us about how we can help
with childcare

Drop in to our **Skills Centre** located in the World Heritage site of Saltaire. Here you can work at your own pace with high quality IT facilities in comfortable surroundings.

Our friendly and supportive staff will be on hand to help you with:

- IT skills training with a range of IT courses suitable for all levels - from beginners right through to advanced.
- CV writing, preparing for interview & online job search.
- Assessment of your literacy and numeracy skills and with practice towards nationally recognised tests in literacy and numeracy.
- Short online courses to enhance your CV:
 - ⇒ Health & Safety including Manual Handling
 - ⇒ Customer Service Skills
 - ⇒ Food Hygiene - leading to a recognised qualification.
 - ⇒ Call Centre Skills
 - ⇒ Management Training

Or sign up at the community centres at Bolton Woods or Windhill (details on back page)