

# EMPLOYABILITY COURSES

## Contact Details

For further information on our provision please contact one of our Business Skills Advisors on **01450 361030** or email us: [bdu@borderscollege.ac.uk](mailto:bdu@borderscollege.ac.uk)

[www.borderscollege.ac.uk/bdu](http://www.borderscollege.ac.uk/bdu)

Course Name	SCQF Level	Duration	Number of places per course	Content	Delivery	Comments
<b>NPA Data Science</b>	4	4 months	8-10	Data Citizenship and Data Science Core Skills	The course comprises online self-directed study with the support of a Borders College Assessor to complete the required learning outcomes.	10 hours per week with additional self-study
<b>Pathway to Employment 1/2/3*</b>	3/4/5	16 weeks	8 minimum	Volunteering Skills Award (at SCQF 3/4/5) Core Skills Employability Skills	Students will complete the award using an e-portfolio, with the support of a Borders College Assessor who will guide students throughout the course. There would be an expectation of self-directed study, with students completing set tasks or narratives. All students must also complete 20 hours of volunteering work as part of the award.	Regular tutorials 20 hours of volunteering work Self-study
<b>Pathway to Employment 4*</b>	6	12 weeks	8 minimum	Leadership and Management (2 SVQ Units) Core Skills Employability Skills	Students will complete the award using an e-portfolio, with the support of a Borders College Assessor who will guide students throughout the course. There would be an expectation of self-directed study, with students completing set tasks or narratives.	Self-study Regular tutorials
<b>Pathway to Hospitality*</b>	4	12 weeks	10 minimum	NPA Customer Service Elementary Food Hygiene Employability Skills	Online delivery of tutorials. Students will complete the award using an e-portfolio, with the support of a Borders College Assessor who will guide students throughout the course. There would be an expectation of self-directed study, with students completing set tasks or narratives.	Regular online tutorials Self-study

**Employability Skills include: Personal finance, interview skills, CV building, writing a cover letter and managing social media**

\*Regular online tutorials to discuss course content and requirements and provide tuition on employability skills

*Other courses are available. Contact us for more information.*