

Return to Work Taster – Tutor Guide

Most learning centres offer return to work or job-seeker courses for a range of learners at varying levels. The Skillnet courses selected for this taster are designed to provide basic skills for employment along with some techniques for effective thinking. In addition a short course on using a work station raises awareness of the health and safety aspects of computer use.

The Skillnet courses identified for this taster are:

- Creativity Profile Quiz
- Creative Thinking 1
 - Reversal and lateral thinking
- Creative Thinking 2
 - Six thinking hats and the journalistic six
- Typing Tutor
 - KAZ Keyboarding A-Z
- Workstation Essentials
 - Physical Hazards
 - Causes of Injury
 - Avoid Injury
 - Eye Strain
 - VDU Related Stress

Activity sheets have been provided for the creativity courses but learning centres may want to use their own job seeking and employment resources.

Learning centres may prefer to omit the typing tutor depending on the type of employment the learner is interested in, particularly if key boarding skills are less relevant. In addition learners may benefit from some activities to develop core (key) skills and staff may find the following resources useful:

Keyskills4u – <http://www.keyskills4u.com/tests/>

This resource was developed for English schools and colleges. It is free to access and use and has some good online skills tests using an interactive game format. There is also a skills training site and although the skills are limited to literacy, numeracy and ICT the materials are good. The training area is at: <http://82.133.10.188/> You can register on the training area simply with a user supplied name and password so the system can track progress but you are not required to register to use the site.

Learning and Teaching Scotland have set up the following site for information on core skills which has some online resources: <http://www.ltscotland.org.uk/nq/coreskills/index.asp>

PlanIT Plus – <http://www.planitplus.net/>

Learners may be interested in this site with which many of you will be familiar. PlanIT Plus has been developed to help people of all ages to find out about career and learning opportunities in Scotland. It aims to provide the most accurate and up-to-date career resources available online. Features include facilities to make a portfolio and CV as well as career information.

Finally the web sites for Careers Scotland

<http://www.careers-scotland.org.uk/careersscotland/Web/Site/Home/home.asp>

and Jobcentre Plus should be relevant to anyone seeking employment.

<http://www.jobcentreplus.gov.uk/JCP/Customers/index.html>