

# Oxford

## May - July Timetable

Oxpens Road  
Oxford  
OX1 1SA



To register for a course or to find out more  
Contact us on:

[employmentsupport@activatelearning.ac.uk](mailto:employmentsupport@activatelearning.ac.uk)

**Please note all students must be enrolled before starting any course**

Course Title & Location	Course Dates & Times
<b><u>Basic IT</u></b> All delivered on site at Oxford campus, OX1 1SA	<b>Every Friday</b>  1:00pm – 3:00pm
<b><u>Customer Service (Hospitality)</u></b> All delivered through Microsoft Teams.  This is a 4-day online course aimed to enhance your customer service skills. The course requires all participants to complete a workbook in order to achieve a Level 1 award in Customer Service.	<b>Wed 15<sup>th</sup> May – Thu 23<sup>rd</sup> May</b> <b>(Classes on Wednesday and Thursday each week)</b>  9:30am – 3:30pm
<b><u>Elite Security</u></b> All delivered at Blackbird Leys campus, OX4 6HN.  A 10-day programme providing you with the 3 qualifications required to obtain an SIA license. - Level 2 Award in Security Guarding & CCTV Operations - Emergency First Aid at Work, now required to obtain SIA Licence Also, anger management and personal conflict units.	<b>Tue 14<sup>th</sup> May – Mon 3<sup>rd</sup> June</b>  09:30am – 5pm
<b><u>Construction Employability Skills (CSCS)</u></b> All delivered on site at Oxford campus, OX1 1SA  A 7-day training course covering the content required to achieve a CSCS green card. This course includes the Health and Safety in Construction Level 1 Exam & CITB Test which is taken on the final day.	<b>Mon 20<sup>th</sup> May – Wed 29<sup>th</sup> May</b>  9:30am – 3:30pm
<b><u>Customer Service</u></b> All delivered through Microsoft Teams.  This is a 4-day online course aimed to enhance your customer service skills. The course requires all participants to complete a workbook in order to achieve a Level 1 award in Customer Service.	<b>29<sup>th</sup> May – 19<sup>th</sup> June</b>  (every Wednesday)  9:30am – 3:30pm

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<p><b><u>Introduction to LSA</u></b> All delivered through Microsoft Teams.</p> <p>This course is designed to showcase and teach you the work of a Learning Support Assistant and give you the foundational skills to work in this role.</p>	<p><b>Mon 3<sup>rd</sup> June – Thu 14<sup>th</sup> June</b></p> <p>9:30am – 3:30pm</p>
<p><b><u>Warehousing</u></b> All delivered through Microsoft Teams.</p> <p>A Level 2 course that is ideal if you're new to warehousing and storage and want to get your first job or you have some experience in a role where you work under supervision and want to increase your skills and take on more responsibility. This course will have an exam at the end.</p>	<p><b>Mon 17<sup>th</sup> June – Thurs 27<sup>th</sup> June (No class on Tue 18<sup>th</sup>, Fri 21<sup>st</sup>, Tue 25<sup>th</sup> June)</b></p> <p>9:30am – 3:30pm</p>
<p><b><u>CV Writing and Applications</u></b> All delivered on site at Oxford campus, OX1 1SA</p> <p>This course is designed to provide guidance on creating a CV that will attract employers by defining a specific skill set and enhancing your job skills.</p>	<p><b>Wed 26<sup>th</sup> June – Thurs 27<sup>th</sup> June</b></p> <p>9:30am – 4:30pm</p>
<p><b><u>Business Start-Up &amp; Digital Marketing</u></b> All delivered through Microsoft Teams.</p> <p>A focus on the skills and knowledge to start own business. This course also covers the key skills on general marketing skills. It enhances your employability skills, helping you achieve a Level 1 qualification.</p>	<p><b>Mon 1<sup>st</sup> July – Thurs 18<sup>th</sup> July</b></p> <p>9:30am – 3:30pm</p>
<p><b><u>Introduction To Care</u></b> All delivered through Microsoft Teams.</p> <p>The Level 1 qualification will enable learners to develop a basic knowledge of the adult social care sector and is aimed at those learners who wish to explore roles in this field. This course will also explore different mental health conditions and support for them. It also focuses on self-awareness, what resilience and grit are and how to build it. You will gain an Ascentis Level 1 Award in Resilience and Grit.</p>	<p><b>Wed 3<sup>rd</sup> July – Thurs 25<sup>th</sup> July</b></p> <p>9:30am – 3:30pm</p>

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<p><b><u>Construction Employability Skills (CSCS)</u></b> All delivered at Blackbird Leys campus, OX4 6HN.</p> <p>A 7-day training course covering the content required to achieve a CSCS green card. This course includes the Health and Safety in Construction Level 1 Exam &amp; CITB Test which is taken on the final day.</p>	<p><b>Mon 15th July – Tue 23rd July</b></p> <p>9:30am – 3:30pm</p>
<p><b><u>Customer Service</u></b> All delivered through Microsoft Teams.</p> <p>This is a 4-day online course aimed to enhance your customer service skills. The course requires all participants to complete a workbook in order to achieve a Level 1 award in Customer Service.</p>	<p><b>Mon 22nd July – Fri 26th July (no class on Tue 23rd July)</b></p> <p>9:30am – 3:30pm</p>