



ACADEMI CYFLEON

EXPERIENCES.
TRAINING.
OPPORTUNITIES.
SUPPORT.

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GISDA

**WcVA
CGGC**



A project that creates a clear pathway plan with the young person to identify different ways of equipping them with the skills, confidence and / or qualifications to enable them to move on from support to independent living and employment.

All courses are run by our staff who have a wealth of experience of working closely with the most vulnerable young people. Staff strive to motivate and equip the young people with the skills and qualifications they need to live an independent life.

Kaya Hughes
Opportunities Team Leader

Sophie Knight
Opportunities Officer

Bethany Celyn
Consultation and Communication Officer

Gwion Evans
Volunteering Officer

Drop in services #MAES and #BLAENAU

Access to computers and internet
Receive support or advice
See the latest job advertisements
Enquire about volunteering opportunities
Complete online, one to one or group training
Complete accreditations
Signpost to other relevant services
A timetable with creative and educational activities

Workshops

Awareness of homelessness

Session: School lesson workshop (50 minutes)

Longer workshop or a series of workshops (more beneficial)

Interactive online session

Content: In this interactive session we will challenge the homeless norms, look at celebrities that were once homeless. A budgeting task – do young people know the real cost of living?! The pros and cons of living at home with your parents and where to go for help if you find yourself homeless.

Creating a CV

Session: Group session

One to one session

Online interactive module

Content: Get support to create your own CV! Learn why having a CV is important, why research is important, the do's and don'ts and tips on how to get your CV noticed.
Alongside this you will receive 1:1 support in building your CV using our template.

Online training

Do you want to complete training in a certain field or want to build your CV? We offer a range of online training courses that you can complete from home or you can complete from one of our centres with the support of the project officers.

Food Hygiene Level 1

Content: Introduce the basic principles of food safety and hygiene to anyone who is a beginner in an environment where food may be prepared or stored.

Field: Any! You would be surprised how many roles require you to handle food in any way; from working in a kitchen to a care home, a nursery and more!

Food Hygiene Level 2

Content: Is perfect for anyone who works with, or handles food, and wants to meet the UK food training requirements. This course is mandatory in many work places where food is handled.

Field: Any! You would be surprised how many roles require you to handle food in any way; from working in a kitchen to a care home, a nursery and more!

Food Allergy Awareness

Content: Designed to help learners identify the fourteen particular food allergens which must, by law, be recognised and to understand why foods containing allergens must be handled carefully.
Very important if you are looking for a career in the hospitality industry.

Field: Catering and hospitality

Customer Service in Hospitality

Content: Give you the essential skills and knowledge you need to ensure you provide a great service every time.
Essential skills if you are looking for a job as a waiter, bar person, barista and more!

Field: From working in a busy pub, a small café or restraint to working in a hotel – customer service is an useful skill!

First Aid at Work

Content: The course will teach learners to follow the Resuscitation Council (UK) Guidelines for basic to advanced life support training and provide knowledge of how to act in the event of an incident requiring first aid assistance.

Field: All! First aid is a vital skill that everyone can benefit from!

Awareness of Health and Safety in the workplace

Content: Awareness Health and Safety at Work is designed to teach both employees and employers why health and safety in the workplace is so important in relation to the Health and Safety at Work Act 1974.

Field: All! It's important as an employee that you know your rights and responsibilities when entering the workforce!

Safeguarding Adults Level 2

Content: When it comes to safeguarding adults and minimising the risk of abuse and neglect, there are a number of important responsibilities involved for those who may encounter vulnerable adults within their role. Our safeguarding adults level 2 training addresses these responsibilities and gives learners a deeper understanding of key safeguarding topics enabling them to apply the knowledge to their workplace

Field: Useful if you want to progress into a job that involves caring for adults – home carer, support worker, care home staff, nurse, tutors etc.

Safeguarding Children Level 2

Content: This course will give learners the information they need to be able to recognize the signs and symptoms of abuse and what they need to do if they suspect a child is being abused or discloses sensitive information to them.

Field: Useful if you want to progress into a job that involves caring for children – babysitter, nursery nurse, classroom assistant, teacher, nurse etc.

Manual Handling in the workplace

Content: This course provides learners with the knowledge they need in order to reduce the chance of incurring an injury whilst manually handling loads in their work environment.

Field: Most jobs will require you at some point to lift a heavy object – learn how to do it without injury!

Agored Cymru Accreditations

GISDA is an Agored Cymru recognised centre which enables us to a wide range of training and qualifications in a more flexible and innovative way.

The qualifications are widely recognised, valued and respected by the education sector, training providers and employers. We offer our core accreditations that are listed below but we can also provide tailored accreditations for the group or individual.

Qualification: Living Independently

Our core services' aim is to move young people on from exclusion to employment and independent living skills are vital for this transition. Participants can work closely with their worker to establish a package that is tailored to their specific needs. They can complete one unit or work towards an award and even up to a Diploma through completing a number of the below accreditations:

Unit	Content
Independent Living Skills	A general unit to assess their independent living skills – skills they currently perform and skills that need work on. This unit could be a base to what other units follows depending on their needs.
Budgeting	Very basic budgeting unit on calculating costs and totals.
Money Management	To help the learner to understand the responsibilities relating to money management including benefits, utilities, payment methods, household bills etc.
Using Money	How to calculate involving money and any problems that may occur in everyday life relating to this.
Shopping for food for a meal	The skills required to choose a specific recipe and shop for its ingredients. This unit can be followed by the “Cooking a Simple Meal” unit.
Cooking a simple meal	Learn how to prepare and cook meals. Includes selecting ingredients, different cooking techniques, preparing food and the clean up process.
Food Storage	How to keep food safe to maintain their shelf life and awareness of associated hygiene practices such as freezing and defrosting. How to follow information found on food packaging.
Kitchen Hygiene	Understand the need for personal hygiene in the kitchen and how to maintain hygienic kitchen area.
Preparing snacks and drink	Learn the skills needed to prepare cold drinks and snacks including hygiene practices and preparation techniques.
Recycling and reusing materials	How to be active citizens and encourage recycling and reusing materials. Examples of how waste can be reused in the home along with what materials can be recycled.

Unit	Content
Independent Living Skills – Washing up, Cleaning, Sweeping and Mopping	Encourage people to take an active role in cleaning and maintaining a house. Locating items used for cleaning along with techniques.
Using Domestic Appliances	How to use electrical appliances in the home. This unit must be completed on moving into an independent house for the first time
Hazards in the home	How to avoid accidents and fires in the home
Community Awareness	Extend their knowledge of the facilities available in the community and how to access them. Including what is need to access these facilities – transport, funds, equipment etc.
Travel Skills; Public Transport	If the young person requires the use of public transport then this unit could be useful. Where to go to catch public transport, different types of transports, timetables and fares.
Leisure activities for a healthy lifestyle	Encourage young people to participate in sport and leisure activities to promote their health and well-being. Discuss different types of sports available along with the benefits of these.
Personal Hygiene	Knowledge to maintain good standards of personal hygiene including dental hygiene, cleanliness and why it is important.
Personal Safety	Identify ways to keep their money safe online and physically, when to give out personal details, what to do when a stranger makes you feel uncomfortable. Also touches on the risk of drinking alcohol, smoking and taking drugs.
Personal Development	Look at the individuals strengths and weaknesses and how to set goals for themselves. Helps them make positive decisions with regards to personal, work and education life.
Self management	Enable them to identify areas for change in their own life and identity life goals. Also looks at individuals current diet and exercise patterns to improve health.
Understanding the effects of alcohol	Increase knowledge and understanding of the effects of alcohol; units, recommended limits, short term and long term effects associated with alcohol effect on family and friends and how to reduce alcohol use and where to go and find help.
Using Time	State times on an analogue and digital clock and how to read dates and times in different formats. How to manage time and plan ahead.

Qualification: Working in Catering

GISDA has a training café that is also open to the public. Young people can gain work experience here along with completing the Working in Catering Qualification.

Participants can work closely with their worker to establish a package that is tailored to their specific needs. All units can be completed as standalone units or built up to complete an **Entry 2 Award in Working in Catering**.

These vocational qualifications are ideal for learners who have a range of additional learning needs and who would benefit from real opportunities to experience work in the catering field.

Unit	Content
Exploring working in catering	A basic unit to start their journey; looks at previous tasks they have completed in catering and reflecting on these tasks. This gives us an idea of their previous experiences before starting the course.
Personal action planning	This unit looks at the individual's strengths and weaknesses and creates an action plan to work towards.
Using Money	A basic workbook on how to calculate different sums of money. This unit will go alongside hands on experience on our POS system.
Serving Food	A practical unit that involves serving customers in our busy café. Learners will learn why appearance is important, how to address customers and how to serve and clean up tables.
Following a Recipe	A practical unit that involves cooking a meal in a professional setting. Learners must choose a suitable recipe, select the ingredients and equipment. They must cook the meal following the instructions and clean after themselves in accordance with Food Safety.
Working in Catering	Explore the aspects of working in catering by looking at equipment, roles, tasks and safety.

Work experience and volunteering

Here at Academi Cyfleon we believe that gaining work experience is valuable and very important to an individual's development and their journey towards independence. We offer a variety of work experience opportunities to young people within our service. We can also support the young people to find external opportunities by creating contacts with local employers.

Role	Project	Summary of role	Suitable for..
Cafe Assistant	Caffi Gisda	Learn catering skills - cooking, barista, using a till, customer service and more. They will also receive training in the field.	Young people who want to develop and move into employment.
Cafe mentor	Caffi Gisda	Assist young people who might need additional support to complete their work experience and their training.	Individual that wants experience in the health and social field. Or an individual who has completed the cafe assistant role themselves.
Hostel mentor	Supporting People	To be a friend to new people who move into our hostels and show them around the hostel, the town, gisda's building and local amenities. Help them to settle in.	A young person who already lives in the hostel or has moved on and wants to help new people settle in. Maybe they want a career in the field.
Project volunteer	Could be: gardening, creative work, sports	Volunteer in a range of projects and activities.	A young person who wants experiences and learn new skills.
Academic placements	Usually within Supporting People	Shadow key and support workers in their day to day work.	People that need academic placements as part of a course.
Drop in centre volunteer	#maes and #Blaenau - Drop in service	Help with the running of the drop in centres - be there to help with young peoples enquiries, give out information and leaflets and so on.	People who want further experiences in the field.
Fundraising	Fundraising	Help us by raising money for GISDA - hold events, run marathons, help with campaigns and so on.	Any person that wants to help a charity.