



Course Title	Multiply Course: Keeping track of time
Training Provider	ITS (Part of Barnsley College)
Course Description (including Learning Aims and Objectives)	
<p>To support local people in the current financial climate, this classroom-based course will support students to manage their own time:</p> <ul style="list-style-type: none"> • Time – learn the 24 hour clock. How to manage own schedule. • Travel - Planning a journey. • Importance of time management in a workplace. • Are you maximizing the time spent on important things? 	
Entry Requirements	
<p>The fully-funded training courses are available to anyone aged 19 and over who doesn't currently hold a Maths GCSE at grade C/4. All students will complete an initial and diagnostic maths assessment.</p>	
Number of Sessions	
<p>You will complete eight, two hour sessions.</p>	
Progression Routes	
<ul style="list-style-type: none"> • Functional Skills Maths, English and ICT (Entry Level – Level 2). • Employability Provision with guaranteed job interviews across various occupational areas. • Gateway to Work – budgeting, mental wellbeing, personal development, personal targets and setting achievable goals. 	

For more information contact:

Name	Sue Cater
Email	s.cater@barnsley.ac.uk
Telephone	07527 716 271