



QEF

queen elizabeth's
foundation for
disabled people

Vocational Services

QEF Vocational Services specialise in training people with disabilities, for sustainable employment.

Employability Programme

The NOCN Award/Certificate in Employability programme encourages development of the skills, attributes, behaviours and values needed to succeed in the workplace.

This flexible programme will enhance employment opportunities for anyone seeking to improve their employability skills for a return to work.



For further details and a referral form contact:

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Leatherhead Court
Woodlands Road
Leatherhead
Surrey KT22 0BN

Tel: 01372 841133

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Website: qef.org.uk

The Employability programme includes:

- Applying for work, interview skills, researching employment opportunities, personal presentation in the workplace.
- Improving own performance, self development, teamwork skills, operating in a work environment, building and managing workplace relationships.
- Communication and customer care.
- Responsible work practice, rights and responsibilities,
- Understanding change/ structures in the workplace, solving problems in the workplace.



All provision is subject to change based on Awarding Organisation requirements.

Also offered as part of the employability programme is ECDL (European Computer Driving Licence), an internationally recognised qualification which has been designed to allow development of IT user skills which will enhance employment prospects.

The ECDL programme includes:

- Word Processing – using Microsoft Word
- Spreadsheets – using Microsoft Excel
- Databases – using Microsoft Access
- Presentation – using Microsoft PowerPoint
- Improving Productivity Using IT
- Using Email and the Internet
- IT user fundamentals and security

We will provide an employment assessment which will formulate an individual Employment & Skills Development programme tailored to suit your needs and realistic employment aspirations.

**achieving
goals for life**
qef.org.uk