

SWAPS

Sector-Based Work Academy Programmes 25/26

APPLY NOW



Scan the QR
code and
complete our
enrolment
form

Barista



Cleaning/COSHH



Construction/CSCS



Green Skills Retrofit



Business/IT



Security



What is a SWAP course?

A SWAP (Sectorbased Work Academy Programme) is a free, short course designed to help you get job ready for a specific industry – fast. Whether you're unemployed, claiming benefits, or want to boost your skills, a SWAP gives you:

- Practical training linked to real job vacancies
- Recognised qualifications to strengthen your CV
- Guaranteed interviews with local employers

Delivered in partnership with Jobcentre Plus and local businesses, SWAPs are a great way to build confidence, gain experience, and take a big step towards employment. SWAPs are designed to link directly to live job opportunities. You'll leave with:

- An Updated CV
- Interview Preparation and Support
- Skills Aligned with Local Vacancies

SWAP learners need to be 19 plus, currently unemployed, and claiming benefits.

Why Chelmsford College?

Chelmsford College works in collaboration with Jobcentre Plus and local businesses to deliver SWAP programmes designed to meet local skills needs and to help you step confidently into a new career. Whether you're looking to return to work, change direction, or build new skills, these short, focused courses give you a practical and supportive route into employment.

At Chelmsford College you will find:

- Supportive tutors with industry knowledge
- Strong employer links and job matching
- Free course (for eligible learners)
- Local, accessible, and learner focused

Which SWAP Courses are available at Chelmsford College?

All our courses start with an Employability Skills Qualification which provides candidates with an opportunity to think about their next job role, learn basic skills for work, and create sector focused CVs tailored towards their chosen target employer.

Each SWAP has a sector specific core that gives candidates the skills they need to access employment in that sector. Chelmsford College business sectors include:

- **Hospitality:** Barista Training, including Food Safety
- **Business Administration and Information Technology**
- **Security:** SIA Door Supervisor and CCTV Operator
- **Construction Labourer:** Health and Safety Award enabling access to the CSCS card scheme
- **Commercial Cleaning:** This includes COSHH and an introduction to Facilities Management
- **Green Skills:** Health and Safety Award enabling access to the CSCS card scheme, Understanding Domestic Retrofit and an Introduction to External Wall Insulation

Business and IT

Start Date(s)	15 September 2025, 10 November 2025, 28 January 2026, 24 February 2026, 19 May 2026
Location	Chelmsford College – Moulsham Street Campus (subject to change)
Qualification(s)	Certificate in Employability Skills Essential Digital Skills Qualification (EDSQ) Award in Business and Retail

Who is this course for?

This programme is ideal preparation for a wide range of roles in customer service, sales, administration, retail, and business environments.

You'll gain:

- Professional communication and teamwork skills.
- An understanding of customer service standards and retail expectations
- Confidence using essential IT and digital tools in the workplace
- Nationally recognised qualifications which show employers that you're ready to work, with realworld, up-to-date knowledge in business, retail, and digital systems.

If you are interested in pursuing a career as a Business Administrator or enjoy the skills involved in this profession, then this course could be an excellent fit for you. There are no entry requirements for this course, but learners should have a reasonable level of verbal and written English.

Example Course Schedule (subject to change)

Length	4 Weeks
Times	10am – 2.30pm

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Construction - Construction Skills Certification Scheme

Start Date(s)	15 September 2025, 10 November 2025, 12 January 2026
Location	Chelmsford College – Moulsham Street Campus (subject to change)
Qualification(s)	Certificate in Employability Skills Award Health & Safety in Construction
Accreditation(s)	CSCS Labourer

Who is this course for?

Ready to build your future in construction? Our Construction SWAP is the perfect starting point for anyone looking to get into the building and trades industry, no experience needed. This short, free course is designed to help you:

- Understand construction site safety and expectations
- Prepare for real job opportunities in the local area
- Access your CSCS test and card application

This course is also suitable for those who have previously held a CSCS card and are looking to re-enter the sector. Learners need to have a reasonable level of English (spoken & written) to ensure they can successfully pass the examination components.

Example Course Schedule (subject to change)

Length	3 Weeks
Times	10am – 2.30pm

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Security – Door Supervisor & CCTV

Start Date(s)	14 October 2025, 12 January 2026, 24 February 2026, 21 April 2026
Location	Chelmsford College – Moulsham Street (subject to change)
Qualification(s)	Certificate in Employability Skills Award in Door Supervisor in Private Security Award in CCTV Operator in Private Security Emergency First Aid at Work
Accreditation(s)	Door Supervisor & CCTV SIA Licence

Who is this course for?

Looking to start a career in the security industry? Our Security SWAP gives you everything you need to take that first step – including the qualifications required to apply for your SIA licence. These qualifications are essential for working legally and confidently in roles such as door supervisor or CCTV operator.

Course attendees **MUST** be able to demonstrate written, reading and verbal English at Level 1 or above, and **MUST** attend all days of the course. This is an SIA requirement. **Please Note:** Individuals with previous criminal convictions cannot be awarded an SIA license.

There are no formal entry requirements for this course, however the learners will need to have a reasonable level of English to complete the written assessment work.

Example Course Schedule (subject to change)

Length	4 Weeks
Times	8.30am – 6pm

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Hospitality – Barista

Start Date(s)	14 October 2025, 28 January 2026, 21 April 2026
Location	Chelmsford College – Moulsham Street (subject to change)
Qualification(s)	Certificate in Employability Skills Award in Business and Retail Award in Barista Skills Award in Food Safety for Catering

Who is this course for?

Love coffee? Looking for a fast route into hospitality or café work? Our Barista SWAP gives you the practical skills and recognised qualifications to start working in coffee shops, restaurants, or hospitality venues. You'll gain a combination of hands-on training and industry focused qualifications, enabling you to:

- make espresso based drinks to a professional standard
- understand food safety requirements, essential for working in any food or drink setting
- understand how to deliver great customer service
- boost your CV and interview confidence

There are no formal entry requirements for this course, however the learners will need to have a reasonable level of English to complete the written assessment work.

Example Course Schedule (subject to change)

Length	5 Weeks
Times	10am – 3.30pm

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Facilities – Cleaning/COSHH

Start Date(s)	10 November 2025, 19 May 2026
Location	Chelmsford College – Moulsham Street (subject to change)
Qualification(s)	Certificate in Employability Skills Certificate in Introduction to Facilities Industry Award in Control of Substances Hazardous to Health

Who is this course for?

Looking for a flexible, in demand job in a growing sector? Our Cleaning SWAP prepares you for real job opportunities in office, school, hospital and hospitality cleaning roles, facilities maintenance or commercial and domestic environments.

This short, free course will equip you with the skills and qualifications that employers are actively looking for. You will be able to:

- understand how the cleaning and facilities sector works, and what's expected in different environments
- work safely with cleaning chemicals and comply with health and safety regulations
- boost your CV and confidence for job interviews

There are no formal entry requirements for this course, however learners will need a reasonable level of English to complete the written assessment work.

Example Course Schedule (subject to change)

Length	5 Weeks
Times	10am – 3:30pm

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Green Skills Retrofit

Start Date(s)	15 September 2025, 12 January 2026, 23 April 2026
Location	Chelmsford College – Moulsham Street (subject to change)
Qualification(s)	Certificate in Employability Skills Award in Health and Safety in a Construction Environment Award in Understanding Domestic Retrofit Introduction to External Wall Insulation
Accreditation(s)	CSCS Labourer

Who is this course for?

Interested in a practical career that supports the environment and tackles climate change? Our Green Skills Retrofit SWAP is your introduction to the qualifications and practical knowledge needed for one of the UK's fastest growing industries: domestic retrofit and energy efficient construction.

This short, free course is designed to help you:

- understand construction site safety and expectations– essential for working safely onsite and a key step towards obtaining your CSCS Green Labourer Card
- learn how older homes are upgraded to be more energy efficient
- gain an introduction to external wall insulation

There are no formal entry requirements for this course, however learners will need a reasonable level of English to complete the written assessment work.

Example Course Schedule (subject to change)

Length	4 Weeks
Times	10am – 2:30pm

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How to Apply / Course Enrolment

Job Centre Plus Jobseekers can be referred as follows:

Option 1:

Apply online directly through the Chelmsford College application link;

<https://form.jotform.com/251272054308349>

Option 2:

Speak to a Chelmsford College representative at Job Centre Plus.

Option 3:

Apply or be referred via email via **courses4business@chelmsford.ac.uk**

2025/2026 – SWAP Start Dates

	Sector	Start Date
Sep25	Green Skills	15/09/2025
	Business/IT	15/09/2025
	Construction	15/09/2025
Oct25	Barista	14/10/2025
	Security	14/10/2025
Nov25	Cleaning	10/11/2025
	Business/IT	10/11/2025
	Construction	10/11/2025
Jan26	Security	12/01/2026
	Construction	12/01/2026
	Green Skills	12/01/2026
	Barista	28/01/2026
	Business/IT	28/01/2026
Feb26	Security	24/02/2026
	Business/IT	24/02/2026
Apr26	Barista	21/04/2026
	Security	21/04/2026
	Green Skills	23/04/2026
May26	Cleaning	19/05/2026
	Business Admin	19/05/2026