

## Course Information Sheet

### Preparation for Work

#### **Introduction**

This short course is designed to develop skills that are needed to increase your effectiveness of applying and securing employment.

#### **What are the course entry requirements?**

This course is for you if you are about to start looking for a job and are not sure where to start.

To get the best from this course you should be able to:

- follow verbal and written instructions in English
- use a computer to search for information
- have basic keyboard skills

#### **How long is the course?**

Six weeks

#### **What will the course involve?**

- Identifying and producing a CV to sell yourself effectively
- Gaining experience of completing application forms (paper based and online) to meet the job criteria to improve your chances of being short listed for interviews.
- Develop or improve your interview techniques in order to secure employment

#### **How will I be learning?**

During the course your progress will be checked using a variety of techniques which may include: observation, informal quizzes, setting tasks, group discussion, question and answer sessions.

#### **What equipment will I need?**

Pen and paper to make notes

#### **How will I know if I am making progress?**

Your tutor will do regular one to one reviews to discuss this with you but you will also have feedback throughout the sessions.

***What course work will I be expected to complete?***

You will complete a CV, application form and covering letter.

You may also do some activity sheets in the sessions,

***What can I expect to learn from this course?***

- Explain how your skills, qualities and achievements relate to those needed in the work place.
- Match your skills, qualities and achievements to the job role
- Identify and prepare key information needed for an application form and CV.
- Gain practice of composing covering letters.
- Gain confidence in an interview situation

***Will I need to cover anything in addition to the course fee?***

You will need to buy a pen and writing pad if you do not have one.

***What other training programmes and progression opportunities are there?***

- Work Clubs
- Other employability courses such as; Skills for Work, Skills for Customer Care
- Skills for Life; Literacy, Numeracy or ESOL
- Other LAL courses

If you require in-depth advice on progression opportunities or guidance on career choices please contact our Information Advice and Guidance Officers on 0845 600 1331. For general information about other courses, contact us on the same number or check out the website [www.lancashire.gov.uk/adultlearning](http://www.lancashire.gov.uk/adultlearning)