Online Course Information Sheet

Course title: Preparing for Employment

What is the aim of the course?	This course aims to provide the basic skills you need to use the work-search; job-application; job-interview process to best effect, giving you a better chance of being selected for, and fitting in, at work.
What other skills do I need?	None. Learners will be initially assessed for functional skills maths, English and ICT during the induction process, if these skill are found to be lacking the option of taking a formal function skills course will be offered. You will have to keep you work organised on OneDrive and build up an online portfolio of evidence.
Course content	It will benefit you if your <u>objectives</u> are: • to improve your communication skills • to develop job-search skills • to create professional generic and job-specific CVs, • to be confident about job applications and interviews • to gain the practical skills and knowledge useful in entry-level employment • to learn about work-place etiquette • to benchmark your existing skills against pre-set standards
Implementation **How will I learn?**	All sessions will include online tutor demonstrations whilst working through paper-based workbooks; working on individual projects or with others in groups using online shared resources.
How will I know I am progressing?	Each learner will have a Personal learning Plan which he or she will update during each session. In addition to this your tutor will give you regular updates on your progress both verbally and in written feedback.
Impact **What can I expect to achieve?** **What could this course lead to?**	You will receive a certificate of achievement for completing this course.Deploying the skills and knowledge learned on the course could be directly useful in finding work or in applying for courses of further education. It can also bring an opportunity further to develop core competency-based skills with job-specific targets e.g. through enrolling on EDT's 'Improving Work Skills Course.' For more information on follow-on courses and/or recognised qualifications ask one of the EDT tutors all of whom are qualified to provide you with advice, information and guidance.
What materials or equipment will I need to provide?	This is a wholly online course you will need internet access, a PC or laptop with MS Office (we can supply a FREE version of MS Office if necessary), and enough computing power to run Zoom video conferencing software.
How do I join?	Please contact EDT via our website http://www.edt.org.uk/contact-us/ or email info@edt.org.uk clearly specifying the course and your full contact details.