

## Course details

### Course title

Professional Development: Preparing to work in the UK beginners

### Course code

Q00015553

### Course date

Start: 13/01/25

End: 10/02/25

### Number of classes

5 sessions

### Timetable

Mon 13th Jan, 13:00 to 15:00

Mon 20th Jan, 13:00 to 15:00

Mon 27th Jan, 13:00 to 15:00

Mon 3rd Feb, 13:00 to 15:00

Mon 10th Feb, 13:00 to 15:00

### Tutor

Saima Gulzar

### Fee range

Free to £42.00

### How you'll learn

You'll join a small group of fellow learners for classes at the venue indicated. Some materials may be provided in our virtual learning environment.

Got it!

In venue

## **Venue**

Ladywood Childrens Centre  
9 Plough & Harrow Road  
Birmingham  
B16 8UR

## **Level of study**

Beginners

## **Course overview**

Working in the UK aims to improve your communication skills on preparing to work in the UK and will include health, shopping, and most importantly employability. This course will help students understand the culture of work in the UK. It will also help you get the skills needed for work in the UK. The course is for speakers of other languages, and it is highly recommended to complete this course before progressing on to ESOL courses. As it will build your confidence and broaden your vocabulary. This course is funded by the West Midlands Combined Authority.

## **Course description**

This course will help you to understand aspects of employment opportunities in the UK. It will help you feel more confident about living in the UK, and you will get familiar with some employability words, including professions along with the skills and responsibilities of those jobs. You will learn where to look for employment such as online, including websites and places you can go to and inquire in person. During this course, you will also explore how to complete a simple, short job application form with your personal details while understanding the questions within different forms. You will then read employment-related texts to identify and become more familiar with words you can find in job vacancies such as part-time, FTC, fixed term and many more. This course will broaden your knowledge and understanding of common symbols and signs found in work environment. With all the combined, you will practice your speaking and listening skills, along with pronunciation of employability words. The course also focused on reading and writing skills as you will read various work-related texts, answer questions about them and provide your answers in writing, which will contribute to further practising and becoming familiar with spellings of work-related words and phrases.

## **What financial support is available?**

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our

education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need alternative financial help to access them then let us know.

## **What other support is available?**

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

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