



## Course details

### Course title

First steps into employment

### Course code

Q00018644

### Course date

Start: 17/10/24

End: 31/10/24

### Fee range

Free to £50.00

### 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

Norwich Central Baptist Church (Norwich)

Duke Street

Norwich

NR3 3AP

### Level of study

Beginners

## Course overview

Take your first steps towards employment with our comprehensive course. Develop essential skills and knowledge needed for job applications, interviews, and workplace success. Ideal for individuals seeking to enter the job market.

## Course description

First Steps into Employment is designed to help individuals develop the skills and knowledge needed to succeed in the job market. This course covers essential aspects of job searching, application processes, and understanding workplace culture. Participants will learn how to write effective CVs and cover letters, prepare for job interviews, and navigate online job portals. The course includes practical exercises and role-plays that simulate real-life job application scenarios, providing students with the confidence to apply their skills in a professional context. Students will also learn about the expectations and norms of workplaces, including communication styles, professional etiquette, and employee rights and responsibilities. Emphasis is placed on improving job application skills, ensuring participants can present themselves effectively to potential employers. By the end of the course, students will have the skills and knowledge needed to search for jobs, apply for positions, and succeed in the workplace. This course is ideal for individuals looking to enter the job market and achieve their career goals.

## 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.

**Source URL:** <https://www.wea.org.uk/courses/skills-work/personal-development/17-october-first-steps-employment>