



## Course details

### Course title

Get ready for Work - Employability Skills

### Course code

Q00015777

### Course date

Start: 17/01/25

End: 31/01/25

### Number of classes

2 sessions

### Timetable

Mon 20th Jan, 10:00 to 12:00

Mon 27th Jan, 10:00 to 12:00

### Tutor

Inna Gorobets

### Fee range

Free to £37.00

### How you'll learn

You'll join a small group of fellow learners for classes online in video meetings and materials will be provided in our virtual learning environment.

Got it!

Online

### Venue

Online

## **Level of study**

Beginners

## **Course overview**

Prepare for the job market with our Get Ready for Work - Employability Skills 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**

Get Ready for Work - Employability Skills 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.

## **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-january-get-ready-work-employability-skills>