

DURATION, DAY, DATE AND TIME OF THE COURSE:

6 weeks starting on Tuesday 4 May 2021, 12:00 – 14:00.

VENUE:

This course will take place online.

PRIOR KNOWLEDGE/SKILLS REQUIRED:

There are no specific entry requirements for this qualification. You will be assessed at the start of the programme with an online English assessment to determine prior knowledge and competency level in literacy and communication skills.

WHAT QUALIFICATIONS WILL I GET?

You will receive a College certificate of completion.

COURSE DESCRIPTION:

The skills will develop your knowledge and confidence in Employability skills. Whether you want to improve your job prospects, change career or develop confidence, this course will cover the key concepts of verbal and written communication skills. This will be a supportive course for starting a career.

UNITS/TOPICS COVERED:

- Century: An online learning platform
- Interview techniques
- Writing letters, CVs , job applications, presentations
- Speaking and Listening

TYPE OF ASSESSMENT:

There will be an online and tutor assessment.

EQUIPMENT NEEDED:

- Laptop / Computer with microphone
- Internet access
- Notepad & pen/pencil

WHERE CAN IT LEAD?

This course can help prepare you for job interviews and improve your chances of securing employment, an apprenticeship or traineeship. The course can lead to one of the adult courses we provide such as Functional Skills or GCSE English and Maths courses running from September 2021.

COURSE FEE:

If you are aged 19+ this qualification is free subject to eligibility and skills scan. Please contact Client Services for advice and guidance on funding and eligibility.

WHAT TO DO NEXT:

If you have any outstanding queries please contact our Client Services team on 020 8651 1131 or at clientservices@johnruskin.ac.uk.

To apply online for this course please visit www.johnruskin.ac.uk.

Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 020 8651 1131.

