CITY OF WOLVERHAMPTON COLLEGE

Preparation for Work

Study Mode: Part Time

Is this course right for me?

Excellent personal and employability skills are vital when you're applying for jobs, attending interviews, or moving into employment.

Whether you need help with putting together a CV, assistance with job searches, help applying for jobs online or tips on how to perform in an interview, this free course will give you the confidence you need to get into the job market.

Delivery Information

Courses are held at college sites or in local community venues. Once you apply, we'll be in touch to confirm the programme dates and details.

Entry Requirements

What will I learn?

The course covers:

- Writing a strong personal profile to summarise your skills and personal qualities
- Producing a CV detailing your experience and strengths to employers
- Customer service skills
- How to deliver a presentation effectively
- Preparing for an interview – including mock interview practice
- Essential online digital skills including how to use emails
- Using virtual reality techniques to enhance your learning experience
- Work-related certificates
- Industry specific vocational units

What's more, on successful completion of the course you will gain an Employability and Personal Development Skills Level 1 Award which will further enhance your CV.

What skills will I gain?

How will I be assessed?

What can I do next?

Delivery

Location:

Start Date:

Day:

Time:

Course Fee:

Course Code: EMP

Study Mode: Part Time

Apply online: **www.wolvcoll.ac.uk/apply**