

## 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.

### Where is the course held?

Courses are held at college sites or in local community venues.

### 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
- How to deliver a presentation effectively
- Preparing for an interview - including mock interview practice
- Essential online digital skills
- 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](http://www.wolvcoll.ac.uk/apply)