

Course details

Course title

Professional Development: Preparing for Work in the UK

Course code

Q00012200

Course date

Start: 11/04/24

End: 02/05/24

Number of classes

4 sessions

Timetable

Thu 11th Apr, 10:00 to 12:00

Thu 18th Apr, 10:00 to 12:00

Thu 25th Apr, 10:00 to 12:00

Thu 2nd May, 10:00 to 12:00

Tutor

Alecia Zomkowski

Fee range

Free to £29.60

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

Qualification name & awarding organisation

Professional Development: Preparing for Work in the UK ()

Level of study

Beginners

Course overview

Are you looking for work in the UK or thinking of starting work in the UK? If you have never worked in the UK or worked abroad but limited experience of working in the UK, this course is for you. The course is designed to support your spoken and written English when thinking about your work skills and the type of work you are interested in. You will take part in mock interviews and help each other to practice your English through informal activities and discussion to prepare you for the world of work and improve your confidence.

Course description

The course will introduce you to different sectors and job roles, where to look for job opportunities, employment rights and responsibilities. You will learn how to put forward your work experience, educational qualifications and hobbies and interests; understand the vocabulary in job adverts, job descriptions and what an employer is looking for when recruiting. You will also look at terms and conditions of different types of employment, culture and custom in different work places and improve your understanding of what to expect. There will be an opportunity to undertake a mock job interview to improve your communication, confidence and presentation skills. We will help you put together a personal action plan based on the goals you want to achieve in the world of work to help identify your next steps.

You will need access to a laptop, or smartphone, and the internet to access the weekly online group learning sessions.

You will also need a minimum of Entry 2 or 3 English to participate in this course. If you have not already had a skills assessment to check your English level we can arrange this and refer you to suitable preparation courses so that you can reach this level.

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.

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