

Course details

Course title

Personal Development: DWP CV Writing workshop

Course code

Q00013960

Course date

Start: 15/04/24

End: 15/04/24

Number of classes

1 sessions

Timetable

Mon 15th Apr, 10:00 to 12:00

Tutor

Ayman Ali

Fee range

Free to £8.40

How you'll learn

You'll join a small group of fellow learners for classes at the venue indicated. Some materials may be provided in our virtual learning environment.

Got it!

In venue

Venue

DWP Wellington Street Job Centre

Crown Buildings
60 Wellington Street
Leicester
LE1 6DS

Qualification name & awarding organisation

Personal Development: DWP CV Writing workshop ()

Level of study

Beginners

Course overview

This course is for learners of the DWP, Wellington Street, Leicester only. The CV writing workshop will empower Department for Work and Pensions claimants to create a new CV or update an existing CV with the help of an experienced tutor. You will learn the basic concepts and importance of an effective CV, ensuring that it includes personal details, information on education, work experience, key skills and references. Where appropriate you will receive support to tailor CVs to specific job roles with a view to improve prospects for being invited for an interview. It will be an opportunity to obtain individual feedback, review drafted CVs and address any individual queries and concerns.

Course description

This workshop offers a thorough introduction to CV writing, tailored for DWP claimants, to help you navigate the UK job market effectively.

Introduction to CV Writing: You will learn about the basic concepts and importance of a CV.

CV Structure and Content: This session delves into the various sections of a CV, including personal details, education, work experience, skills, and references. It emphasizes the significance of tailoring CVs to specific job roles.

Language Skills for CVs: Where appropriate a focus for non-native English speakers, this part of the workshop teaches you how to simplify language effectively while still maintaining impact. It covers key phrases and industry-specific terminology.

Practical Session: Drafting Your CV: Participants will engage in hands-on CV writing, guided by experts, and receive individual feedback to refine their CVs.

Final Review and Q&A: The workshop concludes with a review of the drafted CVs, providing an opportunity for addressing individual queries and concerns. Once approved by both tutor and you, the CV will be typed and printed for you to take away.

Overall, this workshop is designed to equip DWP claimants with the necessary skills and confidence to create effective and professional CVs, tailored for the UK job market.

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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