

## Course details

### Course title

Professional Development: Preparing to work in the UK advanced

### Course code

Q00015569

### Course date

Start: 24/03/25

End: 21/04/25

### Number of classes

5 sessions

### Timetable

Mon 24th Mar, 12:45 to 14:45

Mon 31st Mar, 12:45 to 14:45

Mon 7th Apr, 12:45 to 14:45

Mon 14th Apr, 12:45 to 14:45

Mon 21st Apr, 12:45 to 14:45

### Tutor

Saima Gulzar

### Fee range

Free to £42.00

### 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**

Ladywood Childrens Centre  
9 Plough & Harrow Road  
Birmingham  
B16 8UR

## **Level of study**

Advanced

## **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 have limited experience of working in the UK, this course is for you. The course is designed to support to improve your spoken and written English when thinking about your work skills and the type of work you are interest 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. Improve your digital skills and look at your transferrable skills and how they match job descriptions. This course is funded by the West Midlands Combined Authority.

## **Course description**

The course will further develop your awareness and knowledge to many different sectors and job roles, where to look for job opportunities, and discuss employment rights and responsibilities. You will learn how to put forward your work experience, educational qualifications and hobbies and interests; understand the vocabulary often used in job adverts, job descriptions and what an employer is looking for when recruiting for a position. You will also look at terms and conditions of different types of employment, the culture and custom in different workplaces and help to improve your understanding of what to expect. There will be an opportunity for you 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 you to identify your next steps.

## **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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