



Course details

Course title

Smartphone Skills for Job Seekers

Course code

Q00027215

Course date

Start: 24/09/26

End: 06/11/26

Number of classes

12 sessions

Timetable

Thu 24th Sep, 13:00 to 15:00

Fri 25th Sep, 13:00 to 15:00

Thu 1st Oct, 13:00 to 15:00

Fri 2nd Oct, 13:00 to 15:00

Thu 8th Oct, 13:00 to 15:00

Fri 9th Oct, 13:00 to 15:00

Thu 15th Oct, 13:00 to 15:00

Fri 16th Oct, 13:00 to 15:00

Thu 22nd Oct, 13:00 to 15:00

Fri 23rd Oct, 13:00 to 15:00

Thu 5th Nov, 13:00 to 15:00

Fri 6th Nov, 13:00 to 15:00

Tutor

Penelope Golland

Fee range

Funding available - £192.00

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

Nottingham learning centre classroom 2
39 Mapperley Road
Nottingham
Nottingham
NG3 5AQ

Level of study

E

Course overview

This course is funded by the East Midlands Combined County Authority and is only available to residents living within the East Midlands Combined County Authority area. Applying for jobs can feel overwhelming, especially if you're not used to doing it online. Thankfully, there are simple digital tools that make the process easier, and you can access them right from your smartphone. This course helps you build the skills to search and apply for jobs using your smartphone. You'll learn how to upload your CV, write a cover letter specific to a job role, use the basics of AI and apply for a job role using your smartphone. This course is designed for beginners and offers step-by-step guidance in a supportive environment.

Course description

Smartphone Skills for Job Seekers is a beginner-friendly course designed to help you build confidence using your smartphone to search and apply for jobs. Whether you're returning to work or exploring new opportunities, this course offers practical support to help you take the next step towards employment.

You'll learn how to browse job websites, create an account, and upload and save your CV, write a cover letter and apply for a job directly from your phone. You'll also be introduced to basic AI. The course includes step-by-step guidance on completing online job applications and saving important documents to your device. This course is ideal for adults who are new to using smartphones and want to build their digital confidence, particularly for searching and applying for jobs

By the end of the course, you'll feel more confident using your smartphone to manage your job search and apply for roles independently.

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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