

LEVEL ONE AWARD IN WORKSKILLS

Increase your employability skills and learn about the right approaches to finding employment

Who is this course suitable for?

Suitable for learners who want to improve their knowledge and skills to help with employment applications, preparing for interviews and communicative skills. These skills amongst others, will aid opportunities for the learner to increase their confidence and widen their knowledge in employability skills.

This course is suitable for those candidates who are actively seeking employment, who are in receipt of benefits or who have been made redundant or under notice or threat of redundancy.

Do I need any experience?

There aren't any specific recommended prior learning requirements for this qualification.

What will I gain from this course?

You will gain the proof that you have the right skills to find employment and do your job well – which is why so many employers look for people who have shown they are willing to learn these skills.

What progression and career opportunities will this lead to?

This course could lead on to further training in :-

- > Health and Safety at Work
- > Level 2 Certificate in Equality and Diversity
- > Level 2 Certificate in Work skills
- > Level 2 Certificate in Team Leading

Future Career Path Options could include:-

- > Any career path as this qualification can fit most career avenues.

What are the specific details of this course?

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| > Venue
College venue to be announced. | > Duration
2 – 3 weeks |
| > Times
9am to 4pm | > Cost
Free |



What will I learn on this course?

The course consists of a selection of a range of units including :-

- > Working as a Volunteer
- > Building Working Relationships with colleagues
- > Preparing for an Interview
- > Positive attitudes to behaviours at work
- > Self Management Skills
- > Working in a Team
- > Applying for a job
- > Preparing for Work Placement
- > Communicating Solutions to Others



How do I get further information?

To arrange for an interview from one of our experienced staff please contact our Customer Service Team via email or text. Alternatively, visit our Business Development Centre in person and speak directly to a member of the Customer Service Team. Your local Jobcentre Plus Advisor can also refer you for an interview with us.

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