



## FREE ONLINE LEARNING

# EMPLOYMENT SKILLS

## LEVEL 1

### Who is this course for?

This qualification is designed to prepare learners for employment and support learners across a range of sectors. Learners may wish to improve their existing knowledge and skills of this area (even if you are currently on furlough) resulting in the achievement of a nationally recognised qualification.

### What does the qualification cover?

Topics include:

- Self assessment
- Applying for a job
- Career progression
- Communicating solutions to others
- Managing your own money
- Positive attitudes and behaviours at work
- Preparing for an interview
- Producing a CV
- Searching for a job

### How is the course delivered?

All of our courses are completed via our online learning platform supported with interactive resources and webinars to cover the key topics where you can interact with a tutor and your peers. You will be supported throughout by one of our tutors who will review your progress.

### Course overview



#### START DATE

Flexible



#### LEVEL

2



#### DURATION

2 weeks - Daily 1 hour interactive webinars



#### DELIVERY

Online classroom sessions



#### QUALIFICATION

Level 1 Certificate in Personal Development for Employability