

Adult Learning - Course Information Sheet



ACL4VN05 - IT for Job Hunting

Corby Library

The Corby Cube
Parkland Gateway, George St
Corby

NN17 1QG

Room Corby Library

Start Date: 15 August 2024
End Date: 22 August 2024
Start Time: 10:00AM
End Time: 12:00PM
Day: Thursday
Sessions: 2
Tutor: Mrs Suzanne Hill

UKSPF - Shared Prosperity Fund

UKSPF aims to level up the whole of the UK by building pride in place, supporting local businesses and people, and skills.

Course aim

The aim of this course is to equip learners with the essential IT skills and digital literacy necessary to effectively navigate the modern job market. Through two practical sessions and hands-on-activities you will develop proficiency in using various online tools and platforms to improve your job search, create CVs and use social media to find career opportunities. By the end of the course you will feel empowered to confidently use technology to identify job openings, apply for positions and present yourself in a professional manner.

Course outcomes

- By the end of the course you will be able to efficiently use online job search engines and company career portals.
- By the end of the course you will have basic skills that will allow you to create a professional CV.

How will the course be taught?

This course will be taught face to face over two weeks. One lesson a week each being 2 hours.

Could I gain a certificate?

This is a non-accredited course, therefore you will be able to achieve a certificate of completion from Northants Adult Learning.

What do I need to bring / have ready?

All equipment will be provided however it is recommended that you bring a pen and paper to make any notes that you may find useful in the future.

Further support and progression

If you need help whilst on a course with us, our Learner Support Advisor is available to discuss your needs. We offer a range of services, subject to eligibility, which can include practical support and/or financial assistance to ensure you feel fully supported while learning with us. For more information contact alsreferrals@northnorthants.gov.uk or call 01536 535809 (answerphone available). Visit our website www.northamptonshire.gov.uk/course-info for further information about our fees and concessions. Your tutor will inform you of further learning opportunities and progression during your course.

Health and Safety / Online Safety

Your tutor will give you information about Health and Safety on the first day. For information on how to keep safe online go to https://safety.lovetoknow.com/Internet_Safety_Adult and <https://takefive-stopfraud.org.uk/> national awareness campaign. To report suspected scams, or get help and advice about preventing scams call the Citizens Advice consumer helpline on 03454 04 05 06.

Northamptonshire Adult Learning Service work in partnership with National Careers Service advisers who can provide information, advice and guidance on skills, learning and work. National Careers Service can be contacted by telephone 0800 100 900 or text your name and the word ADVICE to 07766 413219 and an adviser will call you back for free or go to <https://nationalcareersservice.direct.gov.uk/>

