

# Adult Learning - Course Information Sheet



## ANL2VN06 - IT for Job Hunting

### Northampton Central Library

Abington Street

Northampton

NN1 2BA

**Room** Northampton Central Library

Start Date: 13 August 2024

End Date: 20 August 2024

Start Time: 1:30PM

End Time: 3:30PM

Day: Tuesday

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.

### Health and Safety / Online Safety

When you enrol, please let us know if you require additional personal support to participate in this course. Your tutor will give you information about Health and Safety on the first day. To report suspected scams or get help and advice about preventing scams call the Citizens Advice consumer helpline on 03454 04 05 06.

### 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](mailto:alsreferrals@northnorthants.gov.uk) or call 01536 535809 (answerphone available). Visit our website <https://www.northnorthants.gov.uk/adult-learning/fees-and-refunds> for further information about our fees and concessions. Your tutor will inform you of further learning opportunities and progression during your course.

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### Further Information

This course is specifically designed to reduce the barriers some people face to employment and support them to move towards employment and education.

**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/>**

