

Adult Learning - Course Information Sheet



AZY5VS03 - Extended Award in Employability

Virtual Classroom - Google Classroom
classroom.google.com

Start Date: 17 September 2021
End Date: 14 January 2022
Start Time: 10:00AM
End Time: 12:30PM
Day: Friday
Sessions: 15
Tutor: Mrs Judy Toorie

ZZ99 9ZZ **Room**

Employment Skills

This course is made up of 2 units, the first will help you to understand the employment responsibilities & rights, running a small business, networking & ethics and customer services. The 2nd unit will help you understand the job searching process, match your personal skills and abilities, apply for a job and the interview skills. The course is made up of 2 units that have a combined credit value of 4. This along with with Successful Job Hunting unit will allow you to gain a Level 1 Award in Employment. The unit can also be studied as a standalone unit.

This course will be delivered by using Google Classroom and are delivered by specialist tutors. The course is delivered over a 7-week period, with weekly lessons of 2.5 hours.

Course aim

- To help you in your search for employment.
- Provide you with employment skills, allowing you to make decisions about your future.

Course Outcomes

To understand basic employment skills, including setting up a small business.

- To carry out a job search.
- To match your personal skills with different jobs.
- Apply for a job.
- Practise interview skills and procedures
- To understand employment responsibilities and rights.
- Understand basic skills for running a business.
- Understand networking and ethics in business.
- Understand enterprise within business
- Understand customer service

How will the course be taught?

The Employment Skills courses will be taught online via Google Classroom.

Could I gain a certificate?

All credits contribute towards a Level 1 AIM qualification.

These 2 units have a combined credit value of 4 units. To achieve the Level Award in Employability you must achieve the mandatory unit - Successful Job Hunting.

What do I need to bring/ have ready?

You will need a laptop, PC or tablet and a stable internet connection in order to take part in this course. We recommend that you have paper, a pencil, a pen and a notepad during the session. You will need to provide photographic I.D.

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 01604 368023 (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.

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Further Information

Employability courses are free for learners that are unemployed and in receipt of Jobseekers Allowance, Employment Support Allowance or Universal Credit. Or if you are employed and earn below £17,004.00 per year. Learners who earn over that amount are still welcome to attend the course, but will be expected to make a financial contribution for each unit which you can pay as you go..

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/>