

## XOA8XR60 - Successful Job Hunting (Employability)

### Course aims

- To help you apply for the most suitable job
- To know how to communicate your skills, knowledge and behaviours with your future employers.

### Course Outcomes

- a) To understand the basic model of success including how to break a problem down into smaller steps.
- b) To identify how to alter plans following a change in situation and to recognise how persistence has helped to overcome a challenge.
- c) To be able to identify a personal goal and the steps needed to achieve that goal.
- d) To know how to monitor the steps and achieve your goal.

### How will the course be taught?

Successful Job Hunting courses can be taught online via Google Classroom.

### 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 or 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@northamptonshire.gov.uk](mailto:alsreferrals@northamptonshire.gov.uk) or call 01604 368023 (answerphone available). Visit our website [www.northamptonshire.gov.uk/course-info](http://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

Your tutor will give you information about Health and Safety on the first session. For information on how to keep safe online, go to [https://safety.lovetoknow.com/Internet\\_Safety\\_Adult](https://safety.lovetoknow.com/Internet_Safety_Adult) and <https://takefive-stopfraud.org.uk/> national awareness campaign. To report suspected scams, or for information on preventing scams, call the Citizens Advice 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/>**