

- Covering letters & CV
- Understanding the benefits of developing IT Basic skills
- Achievable aims • Flexible working

What will it be like?

WEA classes are friendly and supportive. You will be encouraged to work together with your fellow students and tutor. You will be asked to share your ideas and views in the class and work with the group to give and accept feedback in a supportive environment. The WEA tutor will use a range of different teaching and learning methods and encourage you to be actively involved in your learning. You may be asked to undertake work to support your course outside of your class.

By the end of the course I should be able to:

1. Recognise the importance of developing back to work confidence and motivation
2. Identify transferable skills
3. Be aware of a range of Job search methods
4. Identify the key content of Covering letters & CV
5. Appreciate the range of benefits in gaining basic IT skills

How will I know I'm making progress?

This course does not lead to a formal qualification. The documents that you produce and your increased confidence will demonstrate your progress. There will be plenty of opportunity for you to discuss progress with other participants and your tutor and the Learning Record will ask you to comment on how far you feel you have progressed. In addition, every day over the course, your tutor will give you support and feedback. As many of the tasks are practical it will be easy to see your own progress as well.

What else do I need to know, do or bring?

Handouts will be provided. Students may wish to bring a pen and paper, laptop or tablet PC to take notes.

Reading and information sources

No reading/preparation required

What could the course lead to?

Follow on course include Life Skills - moving on together and INSPIRE - Inspiring you to achieve your potential.

Try accessing the Eastern WEA website to discover more opportunities for learning.

You can read about your entitlements and responsibilities as a WEA student in our leaflet, Student Handbook here <http://www.wea.org.uk/learn-wea/student-support> This includes information on fees, learning support and financial support. As part of your first course you accept a learning agreement (the tear-off portion of your enrolment form). This applies to all courses you take in this academic year.

You can enrol online for some courses <http://www.wea.org.uk/learn-wea/course-search> or contact: Eastern Region, Unit 57, Riverside Estate, Sir Thomas Longley Road, Rochester, Kent, ME2 4DP
Tel: 0300 303 3464 Email: courseenquiries@wea.org.uk

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