

# WEA Course Information Sheet 2017-18



<b>Course title:</b> LBG - Employability workshop		<b>Course ID:</b> C3529347
<b>Start date:</b> 15/05/2018	<b>End date:</b> 15/05/2018	<b>Day(s)/time(s):</b> Tue 09:30
<b>Number of sessions:</b> 1	<b>Hours per session:</b> 3.5	<b>Tutor</b> Wendy Coward
<b>Additional hours:</b>	<b>Specific funder/partner requirements:</b>	
<b>Awarding body (if any):</b> <b>Title of qualification to be gained:</b>		<b>Level:</b> Level 1
<b>Fee:</b> £.00 or <b>Free</b> if you are in receipt of an income related benefit (only SFA funded)		
<b>Accreditation Fee</b> (if applicable):		
<b>Venue:</b> WEA York Court, 7 York Court, Wilder Street, Bristol, BS2 8QH		
<p><b>Theme(s):</b> The WEA has four themes it uses for planning its provision.</p> <p><b>Employability</b> – helping students to get a job or to make progress in their employment</p> <p><b>Health and Wellbeing</b> – making a positive contribution to their own or others health and wellbeing</p> <p><b>Community Engagement</b> – encouraging students to be positively involved in their communities</p> <p><b>Culture</b> – learning about diverse cultures, identities and environments</p> <p>The Theme(s) used in planning your course is/ are:</p> <p>1. <b>Employability</b>                                      2.</p>		

**Course Aim**  
 identify strengths, skills and qualities and how these can be used in work  
 identify what you want from a job  
 recognise how to be successful at interview

**Course Description**  
 Content will include skills needed at work and job requirements, what is required to prepare for interviews, mock interviews, CV writing and sharing experiences of work.  
 The Lloyds volunteers will:  
 support the Employability Skills Workshop  
 use a simple coaching approach in conversation  
 conduct mock interviews.

**Do I need any particular skills or experience?**  
 - No skills or experience needed

**What will I achieve?**  
**By the end of the course I will be able to:**  
 1. identify strengths , skills and qualities and how these can be used in work  
 2. identify what I want from a job  
 3. recognise how to be successful at interview.

### **What teaching methods will be used and will there be work outside of the class?**

- The WEA tutor will use a range of different teaching and learning methods and encourage you and the group to be actively involved in your learning

### **What kind of feedback can I expect from the tutor?**

- A range of informal activities will be used by the tutor to see what you are learning which may include quizzes, question and answer, small projects and discussion
- You will have opportunities to discuss your progress with your tutor
- You will be encouraged to share your work with the group and discuss your learning

### **What else do I need to know? Is there anything I need to bring?**

- Nothing else is needed
- All materials will be provided

### **Pre-course work, reading and information sources**

- No pre reading or pre course work is required

### **Possible next steps after this course including career opportunities if appropriate**

- Progress to another WEA course
- Progress to a course with another provider
- This course could lead to a range of job opportunities. Follow link to National Careers Service for more details <https://nationalcareersservice.direct.gov.uk/>
- Become involved with the WEA in a range of voluntary work and other activities including campaigning as a WEA member
- Become involved as a volunteer for a WEA partner or another organisation
- Access the WEA What Next? booklet here <http://www.wea.org.uk/learn-wea/what-can-i-do-next>

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 course you accept a Learning Agreement. Full details of the Learning Agreement can be found on our website at <http://www.wea.org.uk/about-us/policies>. 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: WEA Support Services, Suite 10B Joseph's Well, Hanover Way, Leeds, West Yorkshire, LS3 1AB  
Tel: 0300 303 3464 Email: [courseenquiries@wea.org.uk](mailto:courseenquiries@wea.org.uk)

