

2. Recognise 2 important things to consider when looking for a job

3. Describe how to efficiently search for jobs

4. Know how to complete a CV, Application form and Covering Letter

5.

List 6 ways to prepare for an 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
- A selection of materials and basic equipment will be provided but you are welcome to bring additional materials with you

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/>

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



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