



### **What will I achieve?**

#### **By the end of the course I will be able to:**

1. Identify sectors and occupations in the local labour market where I wish to develop my career
2. Prepare for employment in my chosen sectors and occupations
3. Search and apply for jobs and prepare for interview
4. Demonstrate a range of transferable skills that are valued in the workplace in the UK

### **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
- You may be asked to undertake additional work in your own time to support your learning
- You will be expected to carry out a range of activities in your own time
- Everyone is encouraged to take part as much as they can.

You will be asked to share your ideas and views in the class, and to listen to and give helpful feedback in a friendly way.

### **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
- You will be encouraged to consider other students work and give your opinions and suggestions
- A file of work will be kept which will help to record your progress
- The tutor will also explain what the Level 1 exams are like, so you know what to expect in future. They will talk to you about when you might be ready to move onto a Level 1 accredited course to take an exam.

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

- A selection of materials and basic equipment will be provided but you are welcome to bring additional materials with you
- It would be helpful if you had access to the internet (Mobile phone, tablet or computer at home or through a library etc.)
- The tutor will give worksheets for each lesson, and can tell you about other books or websites that will help if you want to study more at home. A tablet or laptop if you have one.

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

- No pre reading or pre course work is required
- It is useful if you are already trying to use your English in everyday situations.

### **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
- You could progress to Higher Education courses. Follow link to the PEARL website for information <http://pearl.open.ac.uk/>
- Access the WEA What Next? booklet here <http://www.wea.org.uk/learn-wea/what-can-i-do-next>
- Some students feel ready to take more exams in the future. You can move onto another course to do a formal qualification.

## Learning with the WEA

WEA courses increasingly make use of the rich variety of educational tools and material available on the internet and from digital devices. The WEA's digital learning platform, Canvas will play an increasing role in all WEA courses to provide resources or support, or to conduct lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. It is helpful, although not essential if you have access to a computer or smartphone to support your course.

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 our Learning Agreement and Privacy Notice. Full details of the Learning Agreement and privacy notice can be found on our website at <http://www.wea.org.uk/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)



The Workers' Educational Association (WEA) is a charity registered in England and Wales (number 1112775) and in Scotland (number SC039239) and a company limited by guarantee registered in England and Wales (number 2806910). Registered Office: Workers' Educational Association, 4 Luke Street, London, EC2A 4XW