

WEA Course information sheet 2019-20



Course title: CV Workshop for Job Seekers		Course ID: C2342302
Start date: 12/12/2019	End date: 13/12/2019	Day(s)/time(s): Thu 10:00, Fri 10:00
Number of sessions: 2	Hours per session: 4	Tutor: Rachel Crofts
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements:		
Awarding body (if any):		Level: Entry 3
Title of qualification to be gained:		
Fee: £32.00 or Free if you are in receipt of an income related benefit (only SFA funded)		
Accreditation Fee (if applicable):		
Venue: KCU Ltd at Fuller Church, 51 Gold Street, Kettering, Northamptonshire, NN16 8JB		
<p>Theme(s): The WEA has four themes it uses for planning its provision.</p> <p>Employability – helping students to get a job or to make progress in their employment</p> <p>Health and Wellbeing – making a positive contribution to their own or others health and wellbeing</p> <p>Community Engagement – encouraging students to be positively involved in their communities</p> <p>Culture – learning about diverse cultures, identities and environments</p> <p>The Theme(s) used in planning your course is/ are:</p> <p>1. Employability 2. Health and Wellbeing</p>		

<p>Course Aim A workshop designed to consider, create or refine CVs.</p>
<p>Course Description A workshop setting designed for jobseekers who require a little extra support creating their CVs. We will consider what type of CV to use, what information to include, and find out what transferable skills we have. Time will be allocated to creating a CV, if you have a current CV please bring it with you. Templates will be available to takeaway.</p>
<p>Do I need any particular skills or experience?</p>
<p>What will I achieve? By the end of the course I will be able to:</p> <ol style="list-style-type: none"> 1. Identify the best CV style for my applications. 2. Explain how one existing skill or talent can be used in the workplace. 3. Begin writing a CV.
<p>What teaching methods will be used and will there be work outside of the class?</p>

- 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?

- You will have opportunities to discuss your progress with your tutor

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

- All materials will be provided
- Please bring a copy of your existing CV if you have one.

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 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/>

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

