

# WEA Course information sheet 2019-20



<b>Course title:</b> Employable me - Transferable skills		<b>Course ID:</b> C3127462
<b>Start date:</b> 28/01/2020	<b>End date:</b> 03/03/2020	<b>Day(s)/time(s):</b> Tue 10:00
<b>Number of sessions:</b> 5	<b>Hours per session:</b> 4	<b>Tutor</b> Julie Howe
<b>Additional hours:</b>	<b>Online Learning Hours:</b> 0	
<b>Specific funder/partner requirements:</b> This is a partnership course with the My Options service and is therefore only open to students that access The Enterprise and Skills Hub.		
<b>Awarding body (if any):</b>		<b>Level:</b> Entry 1
<b>Title of qualification to be gained:</b>		
<b>Fee:</b> £78.00 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> The Leegate Centre, Leegate Avenue, Leegomery, Telford, TF1 6NA		
<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>		
The Theme(s) used in planning your course is/ are:		
<ol style="list-style-type: none"> <li><b>Employability</b></li> <li><b>Community Engagement</b></li> </ol>		

## Course Aim

To encourage and motivate people with learning disabilities to gain employment or volunteer, perhaps for the first time.

## Course Description

Employable Me is a course specially designed to encourage and motivate adults with learning disabilities to gain employment or volunteer perhaps for the first time. We will be covering the following main topics: building self-confidence; identifying skills, strengths and abilities; exploring appropriate working and volunteering opportunities; self-presentation and soft skills; goal setting.

## Do I need any particular skills or experience?

## What will I achieve?

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

1. Identify at least 2 transferable skills & 2 areas for development
2. Recognise the benefits of working or volunteering
3. Demonstrate positive body language
4. Match my skills and strengths to different jobs and volunteering opportunities
5. List 4 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
- You may be asked to undertake additional work in your own time to support 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
- 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
- There will be a number of tasks appropriate to your course such as written work, creating art or craft, video, photography or small projects. Some of these may be marked to help you progress

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

- 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 as a volunteer for a WEA partner or another organisation

**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)



Education & Skills  
Funding Agency



European Union  
European Social Fund

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