

Course title: Cover/Spec Letter Writing		Course ID: C2343417
Start date: 04/06/2020	End date: 04/06/2020	Day(s)/time(s): Thu 16:30
Number of sessions: 1	Hours per session: 2	Tutor Daniel Purcell
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements: This course is aimed at anyone with a Lincolnshire postcode		
Awarding body (if any): Title of qualification to be gained:		Level: Level 1
Fee: £.00 or Free if you are in receipt of an income related benefit (only SFA funded) Accreditation Fee (if applicable):		
Venue: Online Learning, Online, ZZ99 9ZZ		
<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. Health and Wellbeing 2. Community Engagement</p>		

<p>Course Aim</p> <p>The course will explain what a Cover and Speculative letter are, why they are used when applying for jobs and how to create them.</p>
<p>Course Description</p> <p>A course that explains what a Cover & Speculative letter are, why they are used and how to make them. Ideal for those who need to brush up or are unsure of how to use the letters to apply for a job.</p>
<p>Do I need any particular skills or experience?</p> <ul style="list-style-type: none"> - You will need your own personal email address so that you're able to login to the WEA's digital learning platform: WEA Canvas. You will need to be able to understand how to follow URL links to pages on the internet. If you want to understand more about Canvas please visit: http://bit.ly/WEAonline - You will need to be able to follow links to join our WEA live video learning platform: WEA Zoom. If you'd like to understand more about our video learning platform, Zoom please visit: http://bit.ly/WEAonline and http://bit.ly/ZoomSpec - This course is suitable for beginners and improvers
<p>What will I achieve?</p>

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

1. Know and understand what a cover letter and speculative is and when they should be used.
2. Identify the differences and similarities between a cover and speculative letter.
3. Create a personalised cover and speculative letter for a advertised job.

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

- The WEA's digital learning platform, Canvas will be used to provide resources or to support lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. If you want to understand more about our digital learning platform please visit: <http://bit.ly/WEAonline>
- 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 be able to keep a record of your progress and achievement using photos, audio, text or documents uploaded into the WEA's digital learning platform, WEA Canvas.
- 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?

- What you need: You will need an internet connection, speakers, a microphone and a webcam so that you can use our video learning platform, Zoom. If you'd like to understand more Zoom please visit: <http://bit.ly/ZoomSpec>
- You will need a personal email address to join the WEA's digital learning platform, Canvas so that you can receive resources, record your progress and achievement and to work with others and share ideas. If you want to understand more about our digital learning platform please visit: <http://bit.ly/WEAonline>

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

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



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