

WEA Course information sheet 2020-21



**Adult Learning
Within Reach**

Course title: Introduction to interviews and presentation skills		Course ID: C3844729
Start date: 05/08/2020	End date: 26/08/2020	Day(s)/time(s): Wed 12:15
Number of sessions: 4	Hours per session: 2	Tutor Paul Larkin
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements:		
Awarding body (if any): Title of qualification to be gained:		Level: Level 1
Fee: £25.60 or Free if you are in receipt of an income related benefit (only SFA funded) Accreditation Fee (if applicable):		
Venue: Online Learning, Online Learning, ZZ99 9ZZ		
<p>Theme(s): The WEA has four themes it uses for planning its provision. Employability – helping students to get a job or to make progress in their employment Health and Wellbeing – making a positive contribution to their own or others health and wellbeing Community Engagement – encouraging students to be positively involved in their communities Culture – learning about diverse cultures, identities and environments</p> <p>The Theme(s) used in planning your course is/ are:</p> <ol style="list-style-type: none"> 1. Employability 2. 		

Course Aim

To gain the confidence to go for interview and gain employment. Alongside, helping you present a professional C.V. and personal statement to gain employment.

Course Description

To help you achieve success at interviews to gain employment and to speak with confidence to the public. You will learn how to present your work digitally and to speak with confidence to gain employment, a business opportunity or academic grade

Firstly,

This course will help you prepare to professional present yourself at an interview. We will explore what are strength, identify your weakness and develop your skills to succeed at interviews. We will examine how you need to prepare for interviews, develop clear strategies to succeed at interviews, increase your public speaking confidence .

Secondly,

We will help present your C.V and personal statement in a professional format, to ensure you stand out from the crowd. We will help you design your personal statement to match different jobs , highlighting your skills and strengths

Lastly,

Identify what jobs to apply for and how to be confident about your abilities before applying for jobs.

Do I need any particular skills or experience?

What will I achieve?

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

1. Write a C.V
2. Speak with confidence to the public
3. Speak with confidence over the phone
4. Use the internet to gain employment

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>

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.
- Your tutor will provide written, text and audio feedback recorded in WEA Canvas, WEA's digital learning platform.
- You will be able to keep a digital portfolio of your work on WEA's digital learning platform, Canvas.

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>

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
- 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 most 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



Education & Skills
Funding Agency



European Union
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