

WEA Course information sheet 2020-21



**Adult Learning
Within Reach**

Course title: Think Work - Impressive Cover Letter		Course ID: C2526529
Start date: 29/01/2021	End date: 29/01/2021	Day(s)/time(s): Fri 09:00
Number of sessions: 1	Hours per session: 2	Tutor Iqbaljeet Kaur Marwaha
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements:		
Awarding body (if any): Title of qualification to be gained:		Level: Level 2
Fee: £6.40 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. 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"> Employability 		

Course Aim

Learners will be able to learn how to write an impressive Covering Letter. Learners will get tips on how to respond to a job advertisement, advice on writing style and editing, and lessons on common pitfalls to avoid.

Course Description

Learn how to write an impressive Covering Letter. This workshop breaks down the basics of cover letter writing. You'll get tips on how to respond to a job advertisement, advice on writing style and editing, and lessons on common pitfalls to avoid. It also provides a breakdown for each logical portion of the letter: header, body and footer.

Do I need any particular skills or experience?

What will I achieve?

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

1. Understand the objective/purpose of a Covering letter.
2. Memorise the three main parts of a Covering letter.
3. Identify the type of information appropriate in your Covering letter.

4. Understand the importance of good grammar.

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?

- 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

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 also need access to the internet outside of your sessions. You could do this using a smart phone, tablet, laptop or a desktop computer (at home or through a library etc.).
- 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

- Pre-course reading is required: resources will be made available to you using the WEA's digital learning platform, Canvas: <http://bit.ly/WEAonline>
- You will have access to course resources and links to wider learning through the WEA's digital learning platform, Canvas: <http://bit.ly/WEAonline>

Possible next steps after this course (including career opportunities if appropriate)

- Progress to another WEA course
- Progress to a course with another provider

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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