

# WEA Course information sheet 2020-21



**Adult Learning  
Within Reach**

<b>Course title:</b> Employability Skills		<b>Course ID:</b> C3679146
<b>Start date:</b> 03/03/2021	<b>End date:</b> 10/03/2021	<b>Day(s)/time(s):</b> Wed 09:00
<b>Number of sessions:</b> 2	<b>Hours per session:</b> 2	<b>Tutor</b> Angela Hart
<b>Additional hours:</b>	<b>Online Learning Hours:</b> 0	
<b>Specific funder/partner requirements:</b>		
<b>Awarding body (if any):</b> <b>Title of qualification to be gained:</b>		<b>Level:</b> Pre-entry
<b>Fee:</b> £.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> Online Learning, Online, ZZ99 9ZZ		
<b>Theme(s):</b> The WEA has four themes it uses for planning its provision. <b>Employability</b> – helping students to get a job or to make progress in their employment <b>Health and Wellbeing</b> – making a positive contribution to their own or others health and wellbeing <b>Community Engagement</b> – encouraging students to be positively involved in their communities <b>Culture</b> – learning about diverse cultures, identities and environments  The Theme(s) used in planning your course is/ are: 1. <b>Employability</b> 2.		

**Course Aim**

To equip learners with the confidence, skills, knowledge and understanding to enter or return to the workplace.

**Course Description**

The employability workshop is held over two sessions, covering:

- Identification of your skills & qualities
- Completion of a job application form
- How to write a CV
- Participate in a mock online interview

**Do I need any particular skills or experience?**

- 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>
- This course is for a group of around 15 students studying in a live video-learning platform conference and an online digital learning environment platform from the comfort of your own home.
- This is a live lecture delivered by a subject specialist in an online webinar video learning platform.

You will need to be able to access the internet on a device with speakers or earphones. There will be opportunities to take part in discussions and chats. If you'd like to know how to use Zoom please visit: <http://bit.ly/ZoomSpec>

- No skills or experience needed
- This course is for improvers
- If English is not your first language, you should be at a minimum of Entry 3 ESOL to benefit in participation.

### **What will I achieve?**

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

1. Identify my own skills and qualities.
2. Complete a simple job application form, recognising common terminology on forms.
3. Write a CV
4. Participate in a mock online job interview

### **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
- 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
- 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?**

- 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**

- You will have access to course resources and links to wider learning through the WEA's digital learning platform, Canvas: <http://bit.ly/WEAonline>
- No pre reading or pre course work is required
- No pre reading is required but research on the subject on the internet or in the library may be helpful

### **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](mailto:courseenquiries@wea.org.uk)



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