

## Adult & Community Education Course Information

Venue	Day	Start Date	End Date	Start Time	End Time
Kettlethorpe	Wed	07/09/2011	25/07/2012	1.00pm	4.00pm
<b>Level of Study</b>	All levels and abilities				
<b>No. of weeks</b>	Attendance is required till you have completed the qualification you are working towards or your own learning targets. A minimum of 4 weeks up to a maximum of 36				
<b>Hours per week</b>	2				
<b>Fee</b>	Free				
<b>Additional costs</b>	The cost of a pen, folder and writing pad. If on a low income, you may be able to get help to cover the cost of books and equipment.				
<b>Qualification aim</b>	OCR Life & Living Entry Qualifications.				
<b>Who is it for?</b>	These sessions are for people wishing to find employment or identify a suitable adult education course and who would like help, support and advice to do so.				
<b>Course aims</b>	To develop individual skills in relation to seeking and attaining employment, and/or further study.				
<b>Course content</b>	<p>These sessions will help you:</p> <ul style="list-style-type: none"> <li>• Identify your existing skills and relate them to employment criteria</li> <li>• Undertake a job search in a focused and logical way</li> <li>• Develop your skills in effective letter writing and application form completion</li> <li>• Devise and present an up to date CV</li> <li>• Develop and practise interview strategies and techniques</li> </ul>				
<b>Other information related to the course</b>	There are no entry requirements, except an initial one-to-one interview with a tutor to let you know what we can offer you. You will then begin to develop an Individual Development Plan setting out your personal aims and goals. This plan is used to help you keep track of your progress and to assess your learning.				

<b>What do I need to bring?</b>	A pen, writing pad and folder.
<b>Where next?</b>	<p>We hope that, from this workshop, you will be able to progress directly into employment. If that is not possible, you might want to:</p> <ul style="list-style-type: none"> <li>• Continue to improve your Maths and English or access another course.</li> <li>• Undertake some voluntary work or work experience tasters.</li> </ul>
<b>How to enrol</b>	Fill in an enrolment form and send it to the relevant centre or go in person to enrol.
<b>Website:</b>	<a href="http://www.khsclc.co.uk">www.khsclc.co.uk</a>
	20 June 2011