

## **Certificate in Using Employability Skills**

This qualification is aimed as a preparation into work by developing skills in three areas: Personal and Social Development, Work Skills, and Vocational Skills. You will learn new skills and knowledge in the area of employability and develop your confidence to progress into employment.

Topics covered include:

- Action Planning to improve Performance
- Building Confidence and Self Esteem
- Preparing for and Taking Part in an Interview
- Using Communication Skills in a Work Place
- Making Career Choices
- Applying for Jobs and Courses
- Carry out a Practical Activity in the Work Place

## **Entry Requirements**

These courses will be free of charge for learners aged 19 and over (as at 31st August 2020) in receipt of certain benefits or employed learners earning less than £17,004.00 annual gross salary.

For further information and to secure a place please contact our Jobsmart team on 01452 563278 or email [jobsmart@gloscol.ac.uk](mailto:jobsmart@gloscol.ac.uk)

## **What's Next**

Your tutor will be able to advise of any further training opportunities.

## Your Options

	Start Date	End Date	Course Level
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