



North Tyneside Council

North Tyneside Council Adult Learning Service  
Course Information Sheet 2018-2019

# Course Information for Employability

For more information a course please click the links.

1	<a href="#">Preparation for Work and Interview</a>
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North Tyneside Council

# Preparation for Work and Interview

## Enrolment Requirements

For more information or to apply ring (0191) 643 2288 or to apply online go to [www.northtyneside.gov.uk/ala](http://www.northtyneside.gov.uk/ala)

For more information or to enrol please speak to your job advisor who can arrange an appointment at your local Job Centre with an Adult Learning Service Advisor.

## What will I learn on this course?

On this 2-day course you will:

- Identify your skills and evaluate possible job opportunities
- Update your CV and upload this onto government and job websites
- Use a range of websites to search for work including Universal Credit and Find a Job
- Prepare for a job interview
- Create an email address
- Apply for jobs online.

## Assessment

**Awarding body:** City & Guilds

You will take units of an employability qualification as part of this course.

## Course Length

These 2 day courses run weekly at any of these Adult Learning Centres:

- White Swan, Killingworth
- Segedunum Business Centre, Wallsend
- YMCA, North Shields

## Attendance

You are expected to arrive promptly and attend the full 2 days of your course. A copy of the register is sent to your JCP advisor to confirm your attendance.

## What else do I need to know?

If you have already registered onto Universal Credit or Find a Job, you must bring your registration code, password and email address to the course. It will be helpful if you could bring a list of any work history, education, qualifications and achievements to your first session. You may be given some work to complete on day 1 in preparation for day 2.

Please note that lunch will not be provided. You are advised to bring lunch with you.

## What could I do next?

You might like to study on an English or maths course that focuses on work-related skills and leads to a Functional Skills qualification, or an ICT course leading to a CLAiT or ECDL qualification. Information regarding all courses provided by the Adult Learning Service will be available throughout the programme.

For further information please contact our service on 0191 643 2288.



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## Work Club

### Enrolment Requirements

For more information or to apply ring (0191) 643 2288  
or to apply online go to [www.northtyneside.gov.uk/ala](http://www.northtyneside.gov.uk/ala)

For more information or to enrol please speak to your job advisor who can arrange an appointment at your local Job Centre with an Adult Learning Service Advisor.

### What will I learn on this course?

On this 3 hour workshop you will be supported to:

- Improve/update your CV
- Have access to the internet in order to search for work
- Complete and submit job applications
- Maintain your Universal Credit or Find a Job account.

### Assessment

Awarding body: N/A

Not applicable.

### Course Length

Works Clubs run weekly at the following venues/days/times:

- White Swan Centre, Monday, 9-12
- Whitley Bay Library, Tuesday, 1-4
- North Shields Library, Wednesday, 9-12
- Wallsend Library, Wednesday, 1-4

### Attendance

These are drop-in sessions and you are not expected to attend every week.

## What else do I need to know?

If you have already registered onto Universal Credit or Find a Job, you should bring your registration code, password and email address to the Work Club. It will be helpful if you could bring a list of any work history, education, qualifications and achievements to your first session.

### What could I do next?

You might like to study on an English or maths course that focuses on work-related skills and leads to a Functional Skills qualification, or an ICT course leading to a CLAiT or ECDL qualification. Information regarding all courses provided by the Adult Learning Service will be available throughout the programme.

For further information please contact our service on 0191 643 2288.