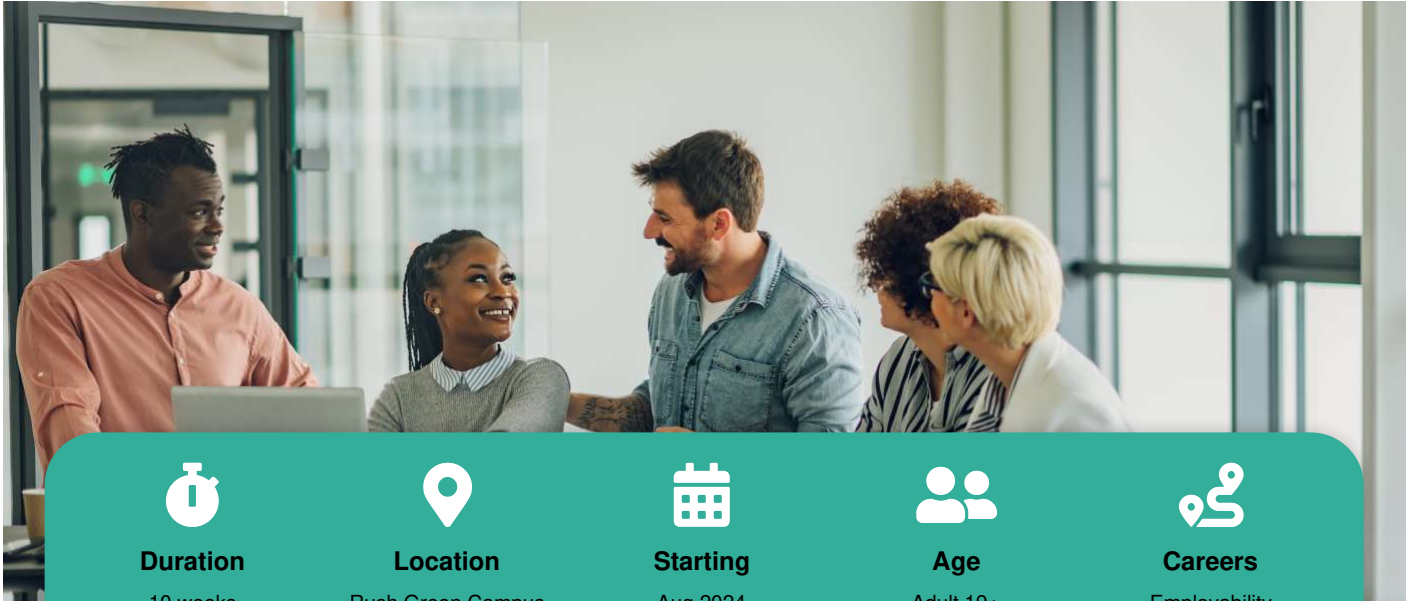


Level 1

# Employability Skills



<b>Duration</b>	<b>Location</b>	<b>Starting</b>	<b>Age</b>	<b>Careers</b>
10 weeks	Rush Green Campus	Aug 2024 Aug 2025	Adult 19+	Employability Adult Community Learning

## Course fees per year

ADULT 19+

**£135 - £139**

The above fees include tuition and exam fees.  
Contact us to discuss what Financial support is available.

## Overview

Develop and enhance those all-important employability skills required for working in a wide range of sectors and environments.

Build your confidence, communication skills and personal effectiveness so you're prepared for those first steps into employment or a different job.

## What you'll learn

You'll learn about business needs and understand what customers want, as well as what to expect during those early days in a new job or company.

You'll learn more about:

- Problem solving and solutions
- Target setting and managing your time
- Working with others
- Identifying processes and procedures at work
- How to deal with conflict

On this short course you'll also develop skills needed in preparation for finding work, including:

- Job and training search skills
- Job application skills
- CV writing
- Interview skills.

## Assessments / Exams

You'll complete class activities, coursework and projects to show your understanding. There are no exams on this course.

## Entry requirements

There are no formal entry requirements needed for this course. This is a great short introductory course for anyone preparing to enter the world of work, or for those already working and looking to further develop their experience, skills and understanding of workplace requirements.

## What this course leads to

At this end of this short course you'll have learned some valuable skills required for the workplace, and have gained an NCFE Level 1 qualification. You could further develop your skills and knowledge on the NCFE Level 2 in Employability Skills, or may choose to progress to a Level 2 in Business Administration or Team Leading.

Visit this course on our website: <https://barkingdagenhamcollege.ac.uk/find/courses/0000011444>

For further information please contact the college: <https://barkingdagenhamcollege.ac.uk/contact>