

THIS IS AN ONLINE COURSE

Please ignore dates below - start dates are flexible

Course No: EH8722	Start Date: 15 June 2020	End Date: 15 June 2020	Start Time: 13:00	Day Of Week: Mon
Centre: GEARIES		Tutor: Vic Norman		Total Learning Hours: 2.5

How will this course benefit me?

This workshop will benefit those who are actively looking for a job. It will allow you to develop a range of skills and attributes to enter and progress in employment. It is suitable for those who have never previously been in employment, or are returning to employment after a break and who perhaps feel they are lacking the necessary skills or confidence to enter the workplace

What are the entry requirements?

There are no formal entry qualifications for this course; however, you will need to have a basic knowledge of computing and a good level of English minimum level 1.

To participate in online courses you will need to have the following:

- a computer/laptop/tablet with a fully updated browser (preferably Google Chrome)
- an email address
- a reliable internet connection
- a microphone and preferably a camera

Once you are enrolled on the course, you will receive detailed instructions on how to join the class

What will I learn?

- How to complete an application form
- How to write a personal statement

How will the course be delivered?

This course will be delivered online, and will involve tutor presentation and class discussion. Preparation and homework outside class times is expected/recommended.

How will my learning be assessed?

You will work on a range of tasks during the workshop

What are the extra costs?

There are no extra costs

What can I progress to next?

You could attend other Employability Workshops held at the Institute.

There are also a range of other courses at Redbridge Institute that you may wish to enrol on. Please see the prospectus or website.

Health and Safety requirements?

Safe use of computers is essential. This will be covered as part of course induction

Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. Where possible an alternative class will be offered at a different time/location. If you require any further information or advice, please contact our customer service advisers on 02085502398 or email enquiries@redbridge-iae.ac.uk

Where to find us

Centre	Address	Parking
Gearies	Gaysham Avenue, Ilford, IG2 6TD	There is pay and display parking at this centre.
Mildmay Neighbourhood Learning Centre	2-4 Mildmay Road, Ilford, IG1 1DT	There is pay and display parking opposite the centre.
Wanstead House Community Centre	21 The Green, Wanstead, E11 2NT	Parking is very limited at this centre.
Other Centres	Please check with your subject team.	
