

## Employment Support

VES

# Course Information

### Who are these for?

These sessions are an opportunity for anyone who is looking for work to get access to computers for job searching and friendly tutors who can offer advice and support.

### How long are they?

Mon and Fri 9.30am – 12.30pm, Weds 1.30pm-4.30pm

### What skills, knowledge or experience do I need to start the session?

You are expected to have some basic computer skills

### What will the session cover and what should I be able to do by the end of it?

You will be supported by a qualified and experienced tutor, who can provide help with your CV, filling in application forms and how to job search and apply for jobs effectively.

### Will I get a qualification?

No

### What extra study or practice is expected outside of the session?

None necessary but tutors will advise where relevant

### How will my progress be assessed?

You will keep a record of what you do in the sessions in a personalised diary and your tutor will help you set some achievable goals for you to work toward. Your progress is measured by how well you achieve your goals.

### What can I expect to go on to after the session?

After the session you may decide you want to brush up on your maths or English skills or using a computer. We also run short workshops to help boost confidence or to prepare for interviews better. Your tutor will be able to help you choose what the next step will be for you.

### Are there any costs and what do I need to bring?

The session is free and you will get a simple diary in which to record what you do in the session and to set goals for yourself. You will need to bring along a pen and you may find it helpful to bring a notebook.

### What support is available?

Let us know if you have any particular support needs or if you need adjustments to be made in order for you to access our courses and training. Ask your advisor or any staff member for details.