New City College

Certificate in

Employability Skills

NCFE Entry Level 3 to Level 2 Cert/Award

Learning key skills for the working environment is vital for improving confidence and communication skills to prepare for employment or a change in employment. This course will teach you the skills that are necessary for any working environment.

020 7613 9416
www.ncclondon.ac.uk

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Course overview

- Develop and enhance your skills required for the working environment
- Develop your confidence for employment and motivation
- Improve communication skills and personal effectiveness
- Understand how mindset can improve employability

Course content

- Registration with recruitment agencies
- Support in completing online application forms
- Creating your CV & uploading cover letters
- Interview techniques
- Registration with employment agencies
- Internet safety & security
- Using social media, Twitter, Skype

Delivery

Please contact us for the most recent course information.

Progression

Upon completion of this course, we will support you to progress onto the ITQ Level 2 or other programmes i.e. apprenticeships or employment.

Entry requirements

To attend this course you must:

- Be 19+
- Be legally allowed to work in the UK
- Have lived in the UK for the last three years
- Be claiming work-related benefits such as Jobseeker's Allowance or Housing Benefit
- Pass a short assessment for English and Maths

To book an assessment or for more information, please contact:

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employability@ncclondon.ac.uk
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