

## Pathway to Employment: CVs - Transferabl

Is your CV not working for you? Are jobs passing you by? Maybe your CV is in need of an overhaul. Look no further, this course will help you make a powerful personal profile and utilise your transferable skills.

Start Date: 24 January 2025  
Start Time: 09:30  
Lessons: 1  
Weeks: 1  
Hours: 5.50

### Venue

Rochester Adult Education Centre  
Rochester Community Hub  
Eastgate  
ME1 1EW

### What will I learn on this course?

During this course you will look at improving your CV making it more appealing. You will learn what to include and not include.

You will be able to look at your own CV and be given the opportunity to develop it further.

### Is this course suitable for me?

This course is fantastic if you are looking for work or a change of a career. It will give you guidance and tips on how to present yourself, highlight your skills and resolve problems.

### Is there anything I need to know about this course?

You will need to attend an initial assessment prior to enrolling.

### What could I go on to do after this course?

This is part of a programme of mini courses relating to employment; these include:

- Barriers to Employment and Mindset.
- Hidden Job Markets and Effective Job Searching.
- CVs: Transferrable Skills and Personal Profiles.
- Job interviews: Making the Right Impression & Interview Practice.
- Completing Application Forms effectively.
- Composing Covering Letters.

If you wish to explore your learning, work or career options, you can speak to a fully trained careers advisor on 0800 100 900. <https://nationalcareersservice.direct.gov.uk>

If you need further advice please telephone 01634 338400.

### How are digital skills used and enhanced?

You will be given opportunities to use IT equipment to complete application forms online.

### Attendance Policy

In order to get the most out of your course you will need to attend as many sessions as possible. We recommend at least 90%. If you do have a holiday booked during term time please let the tutor know in advance so that we can help you catch up on missed sessions and ensure that you still achieve the course outcomes. If you are unavoidably ill or unable to attend please contact 01634 338400 so that we can let your tutor know, and so they can send you any work you may have missed

### Health and Safety

If you are worried about anything, please talk to your tutor or our Safeguarding Officer.

Learners are encouraged to work safely. Poor positioning of equipment can lead to Repetitive Strain Injury (RSI).

Discover more about safe ways to work with computer equipment here:

<https://www.bbc.co.uk/bitesize/guides/zkyg87h/revision/1>