Entry 3 Award In Employability ESOL Roch

Medway Adult Education

R25535F

If you have gaps in your employment history or you lack some skills for the role, you may still impress recruiters by demonstrating self -awareness and potential. On this course, we explore barriers to employment that people encounter and share ways to overcome them; essential skills and qualities that employers look for; employees' rights and responsibilities; job application forms and interview skills and techniques.

Start Date: 04 November 2025
Start Time: 12:30
Lessons: 10
Weeks: 10
Hours: 25.00

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 how to complete application forms effectively - ensuring that your skills, experience and previous job roles are effectively meeting the job specifications and questions. You will also gain knowledge of saving and completing application forms online.

Is this course suitable for me?

This course is suitable if you are looking for work or a change of career. It will give you guidance and tips on how to complete application forms effectively.

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 the whole session. 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