Employability Programme: Entry 3 Award

Medway Adult Education

R261154F

This is part of the Employability Programme. Learners attend Digital Skills on Tues and Fri (3 weeks), Employability Entry 3 on Wed and Thurs (weeks 1 & 2) and Employability CV Writing on Wed and Thurs (week 3). On this course, learners work towards the Entry 3 Award in Employability qualification and gain an understanding of Mindset, Rights and Entitlements at Work, Completing an Application Form, Getting ready for interviews, Job and Training search skills.

Start Date: 13 January 2027
Start Time: 09:45
Lessons: 4
Weeks: 2
Hours: 20.00

Venue

Rochester Adult Education Centre
Rochester Community Hub
Eastgate
ME1 1EW

What will I learn on this course?

During this course, you will cover units on:

- Understanding Mindset
- Rights and Entitlements at Work
- Completing an Application Form
- Getting Ready for Interviews
- Job & Training Search Skills

You will also have the opportunity to take part in mock interviews as part of your course in order to increase your skills and confidence at job interviews.

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?

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

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.

How are digital skills used and enhanced?

You may need to use the internet for some of your course - using a tablet, laptop or computer. The tutor will speak to you about useful websites, apps and online resources which you may be asked to use for homework

Health and Safety

We try to make sure your class is as safe as possible. If you are worried about anything, please talk to your tutor or our Safeguarding Officer.