# Employability Programme: CV Writing

Medway Adult Education

**R261156T**

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 Thur (week 3). On this course, learners learn how to create a tailored CV and Personal Profile targeted at specific job roles.

Start Date: 27 January 2027
Start Time: 09:45
Lessons: 2
Weeks: 1
Hours: 10.00

**Venue**

Rochester Adult Education Centre
Rochester Community Hub
Eastgate
ME1 1EW

## What Will I Learn On This Course?

Learners will develop:
1) Transferable Skills – Reflect on the previous experience and job roles you have had and discover the transferable and 'portable' skills you never knew you had, that make you an asset in any industry.
2) CV Writing Skills - An understanding of how to tailor your CV to a specific job role. Produce a Personal Profile which is brief, professional and makes an immediate impact on employers.

## 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 highlight your skills and produce a professional and impactful CV.

## Is There Anything Else I Need To Know About This Course?

It would be helpful to bring a pen and note pad to make notes.

## Will There Be Additional Costs?

No.

## 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.

## What Is The 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 & 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.

## How are IT/Digital skills used and enhanced on this course?

You may have the opportunity to use computers / laptops with internet access in class time. You may need to use the internet for some or all of your course - using a mobile phone, tablet or computer. The tutor will speak to you about useful websites, apps and online resources which you may be asked to use for homework.