

# Essential Skills for Employment

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**Campus:** Rotherham College

**Code:** RACEM006#

### About This Course

This short course is aimed at adults who need help and support on the journey to starting work. It will improve confidence and essential skills to gain employment. The course is delivered over 5 weeks and covers 5 key aspects.

Sessions will be delivered for 2 hours per week over 5 weeks. In addition, the course will also include 2 hours per week on job search support for duration of the 5 weeks.

The programme includes 4 hours of mandatory delivery with an option to do English, Maths and IT if required following an assessment.

### What Will I Study?

You will study a range of topics including:

- Budgeting Skills/Managing Money
- Mindset/Professionalism
- CV Writing
- Applications & Covering Letters
- Interview Techniques

### Why Study Here?

We are committed to delivering high quality teaching and improving the lives of people in our communities.

You will have access to our computer facilities and the wider college facilities such as the Library, career lounge and free WIFI.

## Entry Requirements

Unemployment and looking for work

Initial assessment of English and Maths

## How To Apply

You can apply using our online application form and clicking the **Apply Now** button at the top of this page.

For more information support with your enquiry or application please contact Student Services by emailing [info@rotherham.ac.uk](mailto:info@rotherham.ac.uk) [mailto:info@rotherham.ac.uk] or by calling **01709 362111**.

## What Courses Can I Progress Onto?

Courses

- Other vocational areas including brushing up on English and Maths
- Digital skills
- Employment

## Tuition Fees

If you need further advice or guidance please contact the Enquiries Team on **01709 362111**.

## **PLEASE NOTE**

We make every effort to ensure information within our online course directory is accurate and a true representation of the courses we are offering in 2023-24. However, we do reserve the right to make changes if necessary.

**Last updated:** 26th July 2024