

Course Title:		Return to Work BTEC Level 1 Award					
Course Code:		S3002BES	Centre:	Sutton	Tutor:	Amanda Paul	
Day:	Wed	Start Date:	03/11/10	Length:	12 wks	Time:	09:30 -12:00

Course Content/Syllabus

This course is suitable for those wishing to look for employment, return to work or prepare for a career change.

This course will include the following topics:

- Searching for a job
- Applying for a job
- Preparing for an Interview
- Interview skills
- Effective communication
- Personal qualities, and skills check
- CV preparation, updating and writing
- Job search and application

After completing the course, students should be able to:

- Know how and where to search for a job
- Complete job application forms with renewed confidence
- Produce a word processed CV with supporting covering letter
- Be confident to attend interviews

Assessment Methods

On going assessment.
Internal and External Verification.

Home Study

Home study is essential in order to achieve – this will include preparation of CV and preparing for making job applications

Attendance

Regular attendance is required. **All students enrolling on this course must take the accreditation.**

Entry Requirements

N/a – All welcome

English, Maths & IT Entry Requirements

Basic literacy and numeracy skills

Please note that you must send the pre-entry assessment form with your enrolment and fee, so that we can identify any additional support needs. The form is in the prospectus or available from www.scola.ac.uk/enrol/form

Exam Fees

Any applicable exam fees are included in the course costs.

Extra Costs (eg course materials & textbooks)

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You are advised not to purchase text-books or equipment until the course is confirmed.

For your first session, please bring:

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Extra Help with Your Learning

For details of additional support, please request the learning support leaflet and indicate your needs on the enrolment form.

Progression/Further Opportunities:

Other business related courses
Voluntary work or employment