

Course Information Sheet

Get Work Ready - CV and Interviews



Course Summary: Land your dream job! Master the art of crafting a compelling CV and ace interview techniques in this practical 3-week course.

Course Description:

This action-packed 3-week Get Work Ready - CV and Interviews course equips you with the skills and confidence to stand out in the job market. Learn effective strategies for creating a clear, concise, and impactful CV that grabs the attention of recruiters. Master interview techniques to showcase your skills and experience, and develop winning communication approaches to leave a lasting impression. Through interactive workshops, practical exercises, and personalised feedback, this course prepares you to confidently navigate the job application process and land your dream role.

What will I learn?

The course is designed for a progressive learning experience over 3 weeks:

- **Week 1: Building a Powerful CV** - Explore CV best practices, learn effective writing techniques, and design a compelling CV that highlights your skills and experience.
- **Week 2: Mastering Interview Techniques** - Develop strong communication skills, practice answering common interview questions confidently, and learn how to showcase your strengths and value proposition.
- **Week 3: Interview Preparation & Confidence Building** - Develop strategies for researching companies and tailoring your responses. Practise mock interviews, receive personalised feedback, and build the confidence to excel in any interview situation.

How will I be assessed?

- **Formative assessment:** Active participation in class discussions, CV development workshops, mock interview role-plays, and self-reflection exercises will provide opportunities for learning and applying techniques.
- **Summative assessment:** Course completion may involve a final draft of a tailored CV and a reflection essay on your learning journey and interview preparation strategies.

Who is this course for?

This course is designed for anyone seeking employment or looking to make a career change. It's ideal for recent graduates, job seekers of all experience levels, or those wanting to refresh their CV and interview skills.

Progression Opportunities:

This course is a springboard for further exploration of career development and professional skills. Consider enrolling in online courses on specific job search strategies, networking techniques, or industry-specific interview preparation. Explore resources from organisations like The Careers Advice Network or The Institute of Career Guidance on career development tools and professional development opportunities.

Career or Job Enhancement Pathways:

- Human Resources Assistant (with further qualifications)
- Recruitment Consultant
- Careers Advisor
- Personal Branding Consultant

How do I enrol?

The quickest way to enrol is online at www.oucoursesouthwest.co.uk, simply create an account and select 'Enrol now'. Alternatively, if you have any questions, please call our friendly customer service team on 01752 660713.

How will the course be delivered?

This is a practical course, and the sessions will include tutor-led demonstrations, learner-led group activities, instruction and repetition. These will form part of the delivery together with one-to-one support as required.

Will I need to practise outside the classroom?

You will be encouraged to review your notes between lessons to ensure maximum benefit from your course. It is always useful to practise your skills between sessions. Your tutor may encourage home learning, or independent research.

How will I know I'm making progress?

During the first session, your tutor will discuss your goals and current level in relation to the course. Based on this assessment, you will agree individual targets which you will record in your individual learning plan (ILP). You and your tutor will review your targets regularly to ensure that you are making progress; these will be written in your individual learning plan.

What will I need?

Please bring a notepad, and pen to each session. You may wish to bring a file for any handouts. A laptop with internet access is required for completion of coursework and home learning outside of the classroom.

Please note:

Most courses attract a subsidy from the Education and Skills Funding Agency (ESFA). It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request. Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.

Terms and conditions are available at

<https://www.onscoursesouthwest.co.uk/learner-information/essential-information-for-every-learner>

Room numbers are subject to change - please check when you arrive at the venue.

