



**"Going to
Northumberland
College is a
smart choice!"**

EMPLOYABILITY SKILLS PROGRAMME

Who is the Employability Skills course for?

This short course is for young people aged 16-19, who are not ready for employment but for whom a job is a realistic aim in the near future. This course is also suitable for young people who have not achieved the qualifications or developed the study skills they need to move on to a level 1 or level 2 vocational qualification.

What does the course cover?

The 10 week programme provides students with an insight into the world of work covering subjects such as:

- Communicating with others at work
- Maintaining work standards
- An introduction to working with others
- Applying for jobs
- Exploring job opportunities
- Health and safety in the workplace
- Rights and responsibilities at work.

Through the study of these topics students are able to explore what employers want from employees, look at employment conditions and gain an awareness of the local job market. This enables them to be more successful when applying for jobs, doing well in interviews and increasing their employment prospects. Students will also have the opportunity to develop their IT, English and maths skills whilst on the programme.

Experienced and qualified staff provide a safe and secure environment for the students to learn and develop their confidence, both in and outside of class.

What else can students do whilst on the course?

Students are encouraged to take part in college wide enrichment activities to provide them with opportunities that enable them to become more independent and confident in dealing with new experiences.

What can students do after the course?

Upon completion of the Employability Skills course, students will be able to progress onto an entry level or level 1 vocational course at the college. Alternatively, students may choose to progress into paid employment, further training or voluntary work.

Students will be interviewed before enrolling on a course to find out what level they should be working at.

For more information

To find out more about Northumberland College's Foundation Learning Department and the courses on offer call our advice centre on **01670 841200**, email advicecentre@northland.ac.uk or visit www.northumberland.ac.uk

