

Accredited Course

## A Responsible Me

Day:  THURSDAY

Time:  10 to 3 at



Strand House

**Qualification level and title:** E3 Award in Employability skills

### Who is this course for?

This course is for learners who want to gain employment in voluntary or paid work sectors.

### What will I learn?

You will learn to:

- Understand the importance of personal presentation and how to maintain it.



- Plan and conduct journeys using public transport



- Communicate in a professional manner suitable for the workplace



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### How this course will benefit me?

You will:

- Improve your literacy and communication skills
- Become more confident planning and conducting journeys
- Transfer your skills to the workplace



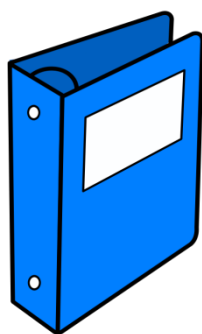
### Entry Requirements

To be considered for this course:

- You must be working towards an Entry 3 English or above



You must bring with you every week:



Folder



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## ASSESSMENT METHOD FOR ACCREDITED COURSES

This course will be assessed by the completion of a portfolio of evidence