

## Pathways to Employment - Accredited course

# Planning for Life and Work

Day:  Time  10 to 3 at  Strand House

**Qualification level and title:** Entry 2 Extended Award in Employability Skills

## Who is this course for?

This course is for learners who would like to develop their life and employability skills.



## What will I learn?

You will learn how to:

- Communicate clearly and effectively in different situations
- Work productively as part of a team
- Behave and dress appropriately at work
- Deal with straightforward problems in everyday life
- Improve your ICT skills
- Search for a job using a variety of options





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### How will this course benefit me?

You will:

- Learn about the type of skills, qualities and attitudes employers look for
- Develop your literacy skills
- Develop your independence
- Plan for progression into further studies and/or employment

### Entry Requirements

To be considered for this course you must be able to:

- Work at Entry 2 level in English
- Have basic ICT skills e.g. know how to use a mouse and a keyboard
- Attend classes every week

### You must bring these every week



Folder

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Commitment

## ASSESSMENT METHOD FOR ACCREDITED COURSES

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