

Course title:	Get That Job			Code: BDWPGJ503		
Tutor:	Gillian Mesce					
Day & Time:	Friday 9.30am-12.00pm					
Start & End Dates:	Term 1	Term 2		Term 3 28/4/23 – 26/5/23		
Number of sessions:				5		
Venue:	Bury Adult Learning Centre				Room No: 21	
Learner numbers:	Minimum			Maximum		
	6			10		
Costs:	Full Fee			Discounted Fee		
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3
			£52.50			Free

What will I learn on this course?

During this course we will focus on enabling you to update your skills and build your confidence to find, apply for and prepare to start your new job. You will work to identify the skills you possess that are relevant for the career you are pursuing; you will also update your C.V, be supported to complete an online application form and develop interview techniques so that you are confident in taking the next step in finding your next job.

You will be signposted to other agencies who can offer help e.g. colleagues from the National Careers Service, who are able to offer CV writing, career information as well as further advice and guidance.

By the end of the course, I will be able to:

- Evaluate my current skills and personal attributes.
- Identify skills from my home life or hobbies etc. that can be transferred to the employment area.
- Look for opportunities to develop new skills to keep me up to-date, current and marketable
- Understand the skills and attributes needed for different types of work
- Update my CV
- Update my job search and job applications skills
- Plan and prepare for successful interviews and improve my own interview techniques

Additional information

This course is free if you are on a relevant benefit and are looking for work or feel this course will help you when looking for work in the future.

These courses aim to help people improve their wellbeing and gain the confidence to move into further learning and work, if appropriate. Courses offer a great starting point to develop new skills, gain confidence, improve general wellbeing or adapt to life changes.

Some courses may require a pre-course informal meeting.

Before you enrol on a course, advice and information is available to help you decide on the right course for you. Contact Learner Services on 0161 253 7501 or e-mail at learner.services@bury.gov.uk.

Due to the ongoing Coronavirus situation some of our courses may be either fully or partly delivered remotely, and this would be subject to change depending on current Government advice. This means that you may need to have suitable online access, but this will be discussed with you as part of initial assessment or induction. Please note that our buildings and classrooms have been fully risk assessed in line with Covid-safe principles.

What will I need to provide myself?

A pen and pad will be useful. Your tutor will discuss materials further at the first class.

Please check that the class is running before buying anything.

What could I do next?

From this course you could progress into employment or onto one of our Get Ready for Work courses; Confidence Building & Assertiveness, Goal Setting & Motivation or Build Better Resilience. If you are looking for a career in the Health & Social Care sector, then our Introduction to Health & Social Care Level 1 could be a progression option for you.

From this course you could also progress onto English, maths, IT or another course within our Work & Wellbeing programme to develop further your skills for work. Alternatively, if you wish to pursue a hobby or develop a new skill you could progress onto one of our creative courses.

Your tutor will be able to advise on the options available to you in their subject. If you would like to speak to someone about moving on, please ask your tutor to refer you to Learner Services or contact them directly on 0161 253 7501 or e-mail at learner.services@bury.gov.uk.

Can I get extra help?

Support with English and Maths is available through our Skills for Life section. For more information, please contact Learner Services on 0161 253 7501.

If you feel you may need extra help because you are disabled or have a learning disability, please contact Nikki Naylor on 0161 253 7287.

Help with paying for your course

You may be entitled to a reduced fee for your course if you claim a benefit. Please refer to the course guide or ask at the centre for more details. You will be asked to produce evidence on enrolment.

How to enrol

Phone: 0161 253 5772

Call into: Bury Adult Learning Centre, 18 Haymarket Street, Bury, BL9 0AQ

Please keep your copy of this information sheet. It will be useful throughout your course.