

UKSPF Getting ready for the World of Work



Course Level: Entry Level

Campus: Newcastle

Subject Type: Accounting, Business, Travel & Legal

Course Overview:

Our short 10 GLH practical course is designed to equip you with the essential skills, knowledge, and confidence needed to succeed in the workplace. Covering topics such as CV writing, interview techniques, professional communication, and workplace etiquette, this course prepares participants to make a positive impression and navigate the world of work with confidence.

What's Covered:

During this 20 GLH course you will learn the essential skills and confidence to enter the workplace. The course will cover:

- Understand the workplace and different job roles.
- Develop professional skills such as time management, organisation, and personal presentation.
- Communicate effectively in person, in writing, and online.
- Create a clear and compelling CV and complete job applications.
- Prepare for interviews and practice answering common questions.
- Work effectively as part of a team and understand workplace dynamics.
- Apply problem-solving, adaptability, and resilience in work situations.
- Recognise basic health, safety, and wellbeing practices in the workplace.
- Demonstrate professional behaviour, punctuality, and workplace etiquette.
- Set career goals and plan next steps for progression.

By the end of the course, you will have the knowledge and confidence to volunteer or explore job vacancies which make the best use of meet your individual skills and attributes.

Entry Requirements:

There are no formal entry requirements for this course. It is suitable for beginners or anyone interested in preparing for the world of work. Learners should have a willingness to learn and an interest in developing the skills needed to succeed in a professional environment.

Assessment Information:

There are no formal assessments, just supportive learning and activities in class. You will work through an individual learning plan and receive regular feedback from your tutor.

Fees and Financial Support:

The course is Free

Progression:

After this course, you may choose to:

- Join our Introduction to Volunteering to help take those first steps to the work of work
- Explore our introductory vocational courses to help you find the perfect career for you.

- Study English or Maths course to build your Literacy or numeracy skills and gain a qualification.

What else do I need to know?

Please note that courses run subject to minimum viable class sizes.

All materials will be provided and there will be real life practical activities for you to complete.

Our daytime classes take place in welcoming community venues close to the college, offering a convenient and supportive learning environment. You'll have the opportunity to meet like-minded adults who are also looking to develop their skills, achieve their ambitions, and take the next steps in their careers.

How do I find out more?

For further information, please contact our Adult Education Team on 01782 254211 or email adult.education@nscg.ac.uk.