

# UKSPF: Getting Ready for the World of Work



Course Level: Entry Level

Campus: Stafford

Subject Type: Accounting, Business, Travel & Legal

## Course Overview:

This short, friendly course is designed to help you take the first steps towards getting into work, whether you're returning after a break, just starting out, or changing direction. It's a great way to build your confidence and understand what employers are looking for in today's world of work.

You'll be supported by an experienced tutor in a welcoming group of like-minded adults. There are no tests, no pressure – just helpful advice, practical activities, and space to think about your next steps.

## What's Covered:

Our course is all about helping you feel more confident about entering the world of work. Through friendly, practical sessions, you'll explore what it means to be ready for work, learn what employers are looking for, and start thinking about the types of jobs that might suit you. Whether you've been out of work for a while, are new to job searching, or just need a boost, this course gives you the space and support to plan your next steps.

During the 10 hours, you'll explore:

- What it means to be 'work ready'
- Key skills employers value (like teamwork, communication, and reliability)
- How to talk about your strengths and experience
- Ways to look for work, including local job options and support
- CV writing and introduction to job applications
- How to present yourself well at interviews

You'll also set personal goals and begin to plan your next steps, whether that's more training, volunteering, or looking for a job.

## Entry Requirements:

There are no formal entry requirements. All you need is a willingness to take part and explore what's possible.

## Assessment Information:

There are no formal assessments, just an interest in how to get ready for work. Together we will record your progress on an individual learning plan and your teacher will provide you with regular feedback.

## Fees and Financial Support:

The course is Free

## Progression:

After completing this course, you can move on to:

- Level 1 employability course or sector-specific training

- Introduction to volunteering course
- English, maths or digital skills courses, if needed

### **What else do I need to know?**

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

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](mailto:adult.education@nscg.ac.uk).