

New Directions College
Course Information 2023-24

COURSE:	CV writing and Career Planning Workshop
LEVEL:	L1
MODE OF DELIVERY:	Classroom
DURATION:	4 days
ACCREDITED/NON-ACCREDITED:	Accredited
ENTRY REQUIREMENT:	Initial assessment
PROGRESSION:	Employment or Interview programme or further vocational training

COURSE DESCRIPTION:

This course is a short, intensive programme designed to help students write an effective CV and personal statement, investigate and assess potential career options and plan a career through setting appropriate career goals. The course will cover a variety of topics, including:

- Job search skills: Students will learn how to write a resume and create a cover letter.
- Self-assessment: Students will learn how to identify interests, skills, and values, and how to use this information to make career decisions.
- Career exploration: Students will learn about different career options, including the requirements, job outlook, and salary potential for each option.
- Career planning: Students will learn how to develop a career plan, including setting goals, creating a timeline, and developing strategies for achieving their goals.
- Workplace safety: Students will learn about different types of risk and hazard, the importance of workplace guidelines, policies, and procedures in promoting safety, and characteristics of safe working and how these reduce the risk of harm to self and others.
- Self-reflection and transferable skills: Students will learn how to reflect on their experiences and identify the transferable skills they have developed

TOPICS COVERED:	METHOD OF ASSESSMENT:	KEY DATES:
<ul style="list-style-type: none"> How to write an effective CV How to write a Personal Statement tailored to the Job Description How to Research an Employer and their values and adjust your CV to suit Self- reflection and transferable skills Career planning, Applying for job, Working safely 	PORTFOLIO	
SKILLS TO BE GAINED:	KNOWLEDGE TO BE GAINED:	PERSONAL DEVELOPMENT OPPORTUNITIES:
<p>How to create a cover letter.</p> <p>How to develop a career plan.</p> <p>How to identify interests, skills, and values and effectively showcasing them on a CV and Personal Statement</p>	<p>Identify interests, skills, and values.</p> <p>Explore different career options.</p> <p>Write a resume.</p> <p>Work safely.</p>	<p>Reflect on experiences and identify transferable skills</p> <p>Identify interests, skills, and values.</p> <p>Explore different career options.</p> <p>Gain Confidence when applying for Jobs</p>
REQUIRED LEARNING MATERIALS:	SUGGESTED READING:	ADDITIONAL INFORMATION: