

# Employability

## Entry Level 3, Dover, Folkestone & Canterbury



### Qualifications

Entry Level 3 Extended City & Guilds Certificate in Employability.

### Course Information

This course has been designed to support those experiencing barriers in returning to the workplace, our employability sector based work academy programme enables course participants to achieve a nationally recognised, accredited Award, Certificate or Extended Certificate in Employability Skills. This two week provision equips individuals with the essential tools needed to succeed in current recruitment practices.

The course will help students improve their confidence and help them to return to the workplace, but it also increased their knowledge of self-marketing to local employers. Students will engage with employers and will be offered interviews/ industry visits and Guest Speakers with relevant organisations. Each course will have a specific sector attached, for examples, Customer Service, Retail, Hospitality, Rail and many more.

All students will complete the course with;

- A CV effective for employment, tailored to industry and role specifics
- An accredited Entry Level 3 Extended Certificate City and Guilds qualification
- A Cover Letter/ 'Reason for Application' to support with securing interviews
- Interview skills bespoke individual needs

Employability is defined as “A set of attributes, skills and knowledge that all labour market participants should possess to ensure they have the capability of being effective in the workplace-to the benefit of themselves, their employer and the wider economy. Candidates will develop their skills in self-management, team working, business and customer awareness, problem solving, communication and a ‘can-do’ approach.

Students will have access to our Job Brokering service including up to 13 weeks of support following completion of the qualification. Our classes are tutor led within a traditional classroom setting allowing us to support students closely throughout their course.

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T: 01304 244 398

W:

[eastkent.ac.uk/employability](http://eastkent.ac.uk/employability)

Pastoral support is offered by our Support and Progression Coordinator who can help students with personal issues and overcome barriers which would otherwise impede their ability to learn and secure meaningful employment.

Students will cover all aspects of employability and additional themes including the following:

- Interview Skills- Psychometric testing, competency, scenario based and other question types in preparation for interview
  - Rights, Responsibilities and Citizenship; exploring equal rights, how to champion equality, and equal opportunity employers
  - Attitudes & Values: Detailed look into the attitudes and values needed for learning and work, focus on The Fundamental British Values
  - Self empowerment and employment, exploring people in business and developing a personal enterprise/community development project
  - Leadership and management, working as part of a team
  - Effective communication: assertiveness and confidence, social media including Linked In profile and self-marketing
  - Guest Speaker(s), inspirational people in business
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**Start Date:** Potential start TBC, please contact your workcoach - courses run regularly

**Register interest NOW**

**Days/Times:** Monday to Friday, 10:00 – 14:00 (2 weeks)

**Locations:** EKC IntoWork, The Confidence Building, Maison Dieu Road, Dover, Kent, CT16 1RU

EKC IntoWork, Westcliffe House, Folkestone, Kent, CT20 1SZ

EKC IntoWork, Canterbury College, New Dover Rd, Canterbury, Kent, CT1 3AJ

### Other Information

You will be required to go through an Initial Assessment with the tutor or support staff, please bring proof of ID (Bank card, Photo ID, Birth Certificate) and proof of benefit (Recent letter from JCP, Universal Credit printout, bank statement showing DWP payment).

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**To find out more or to book please call us on 01304 244 398**

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