

Level 1 Certificate in Personal Development for Employability

This course will help you to consider the importance of goal setting for your own personal development and understand where to find job opportunities and to identify the sources of information about job vacancies.

Key information

Level	Level 1 Highfield
Delivery	Harrow on the Hill Campus: Lowlands Road, Harrow,
Duration	7 days (Mon - Fri)
Timings	9.30am - 3.00pm
Cost	Free, subject to meet entry requirements
Entry requirements	HRUC Apprenticeships and Skills has to give priority to applicants who are in receipt of the four main benefits: Job Seekers Allowance, Employment Support Allowance, Universal Credit, Income Support. Training is free for people with Right to Work in the UK, proof of ID, learners or their spouses must have been a resident in UK/EU for the last 3 years. To be eligible whilst working, those living inside the Greater London Area need to earn less than £21,547.50 To access this course you will need: • Good general communication skills in English • English literacy proficiency at Entry Level 3 or above
Who is it for?	Individuals who are looking to get into employment and improve their job hunting skills
Qualifications	Highfield Certificate in Personal Development for Employability at Level 1

Choose a Trusted Provider



Gain strong interview skills and be able to stand out and impress during your job interviews



Open yourself to career opportunities and increase your work performance



Be confident applying for jobs or opportunities with experience backing you up



Build insight into your strengths and weaknesses to better match you to job roles

What you can do after completing the course?

- Get into part time / full time employment
- Pick up another training course with HCUC to further develop your skills
- Start an Apprenticeship

 01895 853653 / 07956 358630
 giles@hruc.ac.uk
 www.hruc.ac.uk/jobseekers
 @HRUCSkills



HRUC

Apprenticeships & Skills

Harrow, Richmond & Uxbridge Colleges

Course content

Self Assessment

- Understand personal strengths and weaknesses
- Understand the importance of recognising personal skills and qualities
- Understand goal setting

Applying for a Job

- Understand different methods of applying for a job
- Be able to complete a job application

Preparing for an Interview

- Know information required to prepare for an interview
- Be able to prepare for interview questions

Interview Skills

- Be able to be interviewed
- Be able to respond to questions and assess own performance in an interview
- Know information required to prepare for an interview

Developing Personal Presentation Skills for the Workplace

- Know about personal presentation for the workplace
- Be able to present self appropriately for the workplace

Investigating Rights and Responsibilities at Work

- Know employees' 'rights' and 'responsibilities in a place of work'
- Know the responsibilities of employers in a place of work

Developing Effective Communication Skills for the Workplace

- Understand the importance of effective communication for the workplace
- Understand and be able to communicate effectively with others

Preparation for Work

- Understand the skills and qualities needed for working life
- Investigate personal career opportunities

Effective Teamwork

- Know how to organise their own work
- Know how to support the work of a team
- Know how to contribute to their own learning and development

Principles of Health and Safety within the Workplace

- Understand main responsibilities for health and safety in the workplace.
- Understand how the workplace can affect health and safety.