**WORK INTRODUCTION SHORT COURSE**

This employment focused Work Introduction short course has been designed to prepare learners for their personal vocation and progression. This course will be commencing in January 2017 and will last 12 weeks.

It is designed to give the learner a boost in skills to enable them to progress quickly on to further training courses or higher education courses.

**Who this course is designed for?**

Those learners who wish to develop and/or enhance their basic skills.

**What do you need in the way of qualifications to apply for this course?**

There are no prior academic requirements needed for this course. Although there will be an initial literacy and numeracy tests to complete at application and interview times; to assess your current level and abilities.

**The key items you will learn:**

This course will cover a range of subjects: English, Mathematics, IT Skills, Personal Study and Growth, Basic Grammar and Spelling, CV and Letter Writing Skills. Alongside these subjects students will be encouraged to research their career options and choices.

**How you will learn and progress?**

Assessments will be through a variety of methods; for example: worksheets, group discussions, mini projects, essay writing, log books, practical class based tasks, pier group and single presentations.

**Where this course leads its learners toward:**

Upon successfully completing this course the learner will progress onto or into either further educational courses or directly into employment.

**How much does this course cost?**

This Work Introduction short course designed to instruct and prepare the learner for further study or employment costs £2,400 and a compulsory fee of £50 for registration and extras need to comply with the requirement of the course.

Instalment plans are available and full funding may be available to certain students fitting the criteria.