

Programme Job Club



Emphasis

Job Club is designed to offer students a chance to practise their English skills while learning vital skills for finding work in the UK. Students will take part in activities covering a range of practical and useful subjects from writing a resume to interview tips.

This programme is right for you if:

- You are eligible to work in the UK
- You need help with writing your CV or resume and useful tips on presentation and content
- You need help creating a tailored cover letter or letter of application
- You want to improve your ability to answer interview questions effectively
- You want to build your confidence in interviews and telephone conversations
- You want to improve your job hunting skills and receive guidance in finding job vacancies
- You want to learn about your legal obligations and applying for National Insurance Number and Criminal Records Bureau (CRB) Check

Club facts 2011

Club start dates 2011

Torquay: Tuesdays at 3.30-4.30
Bath: Wednesdays at 3.30-4.30
Salisbury: Tuesdays at 3.30- 4.30

Club entry level

All levels

Lesson length

1 hour

Locations

Torquay, Bath and Salisbury

Price

Job Club is free to all students



Programme - Job Club

Club structure

Job Club sessions are flexible and are tailored to the needs of the students in attendance. Students are actively encouraged to nominate which areas they would like most help with during the sessions.

Activities may include:

- Resume and cover letter writing, including language use, correct structure, content and style tips
- Interview techniques, including learning how to be confident in an interview situation by working through typical questions and building conversation confidence
- Interview and telephone conversation role playing, including how to introduce yourself, leaving messages, arranging meetings and dealing with calls from potential employers
- Developing your job hunting skills, including help in searching job websites and sections in newspapers
- Learning about your legal obligations and applying for your National Insurance Number and CRB check

Student Support

Weekly flyers promote positions vacant around the region or students can talk to staff at reception for regular updates on local opportunities and other information.

