

## DL - Level 1 Certificate in Employability Skills

### Course Code

DIS/EMPCT/23/1/OL

### Time and duration

Start Date:

Start Time: 00:00

Weeks: 0

### Location

Online

Online

ZZ99 9ZZ

### Duration

You will be allocated 12 weeks to complete this qualification as an online, home study approach

### Course Description

If you're looking to start work or to get a new job, this course will help you learn key skills for the working environment. You will learn how to get in the right mindset to improve employability. How to recognise the key motivators and demotivators that impact on work situations. You will look at the induction process you might experience on your first day in a new job role. Understand how to get the most out of the induction and how important first impressions can be. You will then look at team work, recognise your own strengths and role within a team. Finally you will look at the other people's contributions to a team and see the value it brings. You will learn what sort of qualities employers are looking for and how to work with colleagues and managers. You will be guided through a series of steps to collect accurate and up to date information to create a professional CV. This course will teach you all the basics that are necessary for any working environment and build your confidence and communication skills along the way.

### Topics Covered

- Understanding mindset
- Understanding motivation
- Dealing with your first days at work
- Problem solving at work
- Taking part in a project
- Working in a team
- Working with colleagues
- Job application skills
- Writing a CV
- Job searching skills

## How Will I Be Assessed

You will be allocated a user name and password to log onto the system to upload your work. You will be allocated an assessor who will provide you with regular feedback digitally on the work that you upload. However, you can request a 1:1 if you feel this would be beneficial

## Is There Any Entry Requirement

No, but you will be required to undertake a short initial assessment. You need to be aware this is a level 1 course and as such deals with content at that level, therefore a good standard of literacy is required

## Eligibility Criteria

There are no costs for this course. But you do need to be age 19+, have lived in the EU for 3 years and be a Liverpool City Region resident

## How Do I Enrol

To find out more or to book a place on the course please contact:  
Adult Learning Services 0151 511 7788  
Email: [adult.learning@halton.gov.uk](mailto:adult.learning@halton.gov.uk)