

For more information on our Employability courses you can:

Scan the QR code below to visit us online at [www.GoLearnLeicestershire.ac.uk](http://www.GoLearnLeicestershire.ac.uk).

Call us on FREEphone 0800 988 0308 to speak to a member of the Enrolment Team.

Visit one of our Enrolment Centres in-person to discuss courses and enrol face-to-face. Details of our centres are available on our website at [www.GoLearnLeicestershire.ac.uk/venues](http://www.GoLearnLeicestershire.ac.uk/venues).

Email us at [adult.learning@leics.gov.uk](mailto:adult.learning@leics.gov.uk) to request information or arrange a time for our team to get in touch.



Check out our new website [www.GoLearnLeicestershire.ac.uk](http://www.GoLearnLeicestershire.ac.uk)

Get in touch by phone  
FREEphone **0800 988 0308**

Why not connect with us on socials  
Search for **#LeicsGoLearn**



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# GoLearn!

Leicestershire Adult Learning Service



# Employability

Courses to help you take your next steps into the world of work, or start your career journey.

Visit our website



[www.GoLearnLeicestershire.ac.uk](http://www.GoLearnLeicestershire.ac.uk)  
FREEPHONE 0800 988 0308



Our Employability courses are specially designed to support anyone wishing to gain skills and qualifications which directly support you to improve, or gain, employment opportunities.



If you are looking to learn skills for everyday life, we have a range of introductory courses which are perfect for absolute beginners... and those looking to gain a little more confidence.

Many of these courses are FREE and can be tailored to your individual needs.

### Support for Businesses

If you are part of an organisation going through a period of change or growth, our Employability courses can provide support for your employees or colleagues.

Including the qualifications and courses listed in this leaflet, we can also provide Digital Skills, English, Maths and ESOL courses, alongside a wide range of apprenticeship standards, all aimed at supporting your team to succeed. We also offer courses to support and maintain mental health and resilience, which can form a valuable part of your staff wellbeing offer.

Our employer offer is competitively priced, delivered by qualified adult learning tutors, and can be tailored to your business needs. Contact us on [adult.learning@leics.gov.uk](mailto:adult.learning@leics.gov.uk) for more information or to arrange an informal conversation with a member of the team.

### Employability courses in Leicestershire

| Course   | No. of Weeks | Hours per week | Face-to-face or online? |
|--|--------------|----------------|-------------------------|
| <b>CV Writing</b>  | 2 weeks      | 3hrs           | Classroom and online    |
| Need a CV to progress into work? Want to refresh or update a CV but not sure how to tackle it? This course will teach you how to structure and create an effective CV that grabs attention and shows employers what your capable of! Learn how to customise a CV layout to suit your needs, identify key skills and qualities which should be included in a CV and edit and adjust your CV to suit the position being applied for. |              |                |                         |
| <b>Application Forms</b>   | 2 weeks      | 3hrs           | Classroom               |
| Online application forms often feel like they have a language of their own. On this Employability course you will learn the digital skills you need to tackle online job applications and sell your skills and experience.   |              |                |                         |
| <b>Highfield Level 3 Award in Emergency First Aid at Work (RQF)</b>  | 1 week       | 7hrs           | Classroom               |
| This qualification is aimed at learners who wish to become emergency first-aiders in the workplace, or wish to gain the qualification to help stand-out in the job market. It is delivered as a single, full day course.   |              |                |                         |
| <b>ESOL Customer Service</b>   | 5 weeks      | 2hrs           | Classroom               |
| Do you want to work in customer service? This course will provide you with the knowledge required by employers to work in a range of different environments in a customer service role.  |              |                |                         |
| <b>ESOL Work Skills</b>  | 10 weeks     | 2hrs           | Classroom               |
| Do you need extra some extra help with useful words and terms used at work? This short course will cover words often used at work, names of equipment used, how to answer the phone, Job search, CVs, application forms, and interview   |              |                |                         |

ESOL - English for Speakers of Other Languages

