

ADULT SKILLS CENTRE

Introduction to Personal and Social Development Skills

This course is aimed at those who have been away from regular employment, assisting them in the process of returning to work.

The following units are covered:

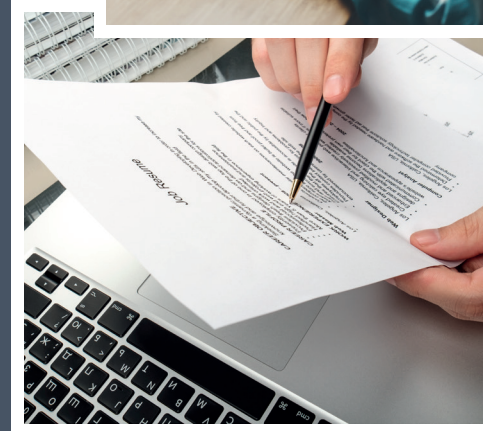
- Internet Safety
- Personal Finance
- Healthy Living Introduction

Introduction to CV Writing

This course is designed for learners who wish to better their employment opportunities by providing them with the knowledge required to produce their own CV.

The following units are covered:

- CV Writing
- Job Seeking Skills
- Understanding How to be Successful



Better Careers Begin Here

ADULT SKILLS CENTRE

Colchester Institute has Adult Skills Centres in Braintree, Clacton, Colchester and Dovercourt.

Adults are able to access a range of employability courses with content directed at particular sectors including Construction, Hospitality and Care. These complement qualifications in English, Maths and IT, which employers state as the most valuable skills for new recruits to their organisations.

Courses are online with facilitated support, which allows for greater learning flexibility.

Our Adult Skills Centres, in partnership with the National Careers Service, can arrange an Advice and Guidance appointment with an impartial Careers Adviser. The adviser can help you to review, plan and make effective career-related decisions about your future learning, training and/or employment opportunities.

If you would like to find out more:

Visit: colchester.ac.uk/adult-skills-centre

Call: 01206 814292 or 01206 712825



Did you know most of our adult learning courses are free?

You are likely to get your course for free if you are looking for work and in receipt of some benefits or earn less than £18,525 per year.

Ask us for more details.

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