

# Course Information Sheet

## Enrichment Job Application Skills

**DP14E51B**



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| <b>Venue</b><br>📍 Plymouth Central Library | <b>Start Date</b> | 18 Oct 2024 10:00 |
|  | <b>End Date</b>   | 18 Oct 2024 12:00 |
|  | <b>Fee</b>        | No Fee            |
|  | <b>Materials</b>  | £0                |

[OCSW DP14E51B Enrichment Job Application Skills \(oncoursesouthwest.co.uk\)](https://oncoursesouthwest.co.uk)

### Course Description:

Master the art of job applications with our Enrichment Job Application Skills workshop, designed to help you craft compelling applications that stand out.

Our "Enrichment Job Application Skills" workshop is a concise, program tailored to equip you with essential skills for creating job applications. This workshop will guide you through the process of writing compelling cover letters, filling out job application forms effectively, and highlighting your skills and experiences to attract potential employers. With hands-on activities and expert advice, you will leave the workshop with enhanced confidence and practical tools to succeed in the job market.

What will I learn?

Introduction to Job Applications:

Understanding their importance and different types.

Crafting a Cover Letter: Key components and tips for writing an engaging cover letter.

Filling Out Application Forms: Step-by-step guidance on completing various sections.

Highlighting Skills and Experiences: Techniques to effectively showcase your strengths.

Practical Exercises: Write and review sample cover letters and application forms.

### Who should join this course?

This workshop is suitable for anyone looking to improve their job application skills, whether you are a first-time job seeker, career changer, or someone seeking to refine their existing application techniques.

### Entry Requirements:

There are no entry requirements

### Progression Opportunities:

Upon completion, participants can explore further education and training options such as:

- Advanced Job Application and Interview Skills Workshops
- Professional Development Courses
- Industry-Specific Resume Workshops
- Level 1 Award in Employability

**How do I enrol?**

To apply for this course online at [www.oucoursesouthwest.co.uk](http://www.oucoursesouthwest.co.uk) and simply click on the 'How to Enrol' button and complete the Enrolment Form and one of our customer service team will be in touch or call to speak to one of our friendly Learning Advisors on 01752 660713.

**How will the course be delivered?**

You will be working with your tutor and other learners face to face.

**Will I need to practise outside the classroom?**

As this is a one-day course, you may wish to think about the content before you attend.

**How will I know I'm making progress?**

At the beginning of the session, your tutor will share with you the objectives of the day, which will give you an opportunity to think about your individual aims for the session. At the end of the session, you will have time to share your experience and reflect on what you learned.

**What will I need?**

Please bring a notepad, and pen.

**Please note:**

Most courses attract a subsidy from the Education and Skills Funding Agency (ESFA).

It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request. Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.

Terms and conditions are available at

<https://www.oucoursesouthwest.co.uk/learner-information/essential-information-for-every-learner>

Room numbers are subject to change - please check when you arrive at the venue.