

SWAPs,

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Campus: Rotherham College

Code: RACEM004#

About This Course

This two week course is aimed at upskilling local people helping them to secure employment.

You will build confidence, self esteem, self worth and overcome barriers to learning plus how to set realistic goals. You will cover company processes and procedures, working safely, effective communication and other subjects relevant to each employer. You will review your CV and improve your interview techniques. At the end of the course you will have a guaranteed interview with an employer.

What Will I Study?

You will study a range of topics including:

- Interpersonal Skills
- Researching sector specific skills
- CV building
- Application forms
- Interview techniques
- IT skills
- Cover letters

- Introduction to Health and Safety at work.

Why Study Here?

We work with employers to offer student a guaranteed interview

We are committed to delivering high quality teaching and improving the lives of people in our communities.

You will have access to our computer facilities and the wider college facilities such as the library, career lounge and free WIFI.

Entry Requirements

Unemployed and looking for work

Initial assessment of English and Maths

How To Apply

You can apply using our online application form and clicking the **Apply Now** button at the top of this page.

For more information support with your enquiry or application please contact Student Services by emailing info@rotherham.ac.uk [mailto:info@rotherham.ac.uk] or by calling **01709 362111**.

What Courses Can I Progress Onto?

Courses

- Other vocational areas including brushing up on English and Maths.
- Digital skills
- Employment

Tuition Fees

If you need further advice or guidance please contact the Enquiries Team on **01709 362111**.

PLEASE NOTE

We make every effort to ensure information within our online course directory is accurate and a true representation of the courses we are offering in 2023-24. However, we do reserve the right to make changes if necessary.

Last updated: 31st July 2024