

Bury College Course Leaflet



Employment Skills

Overview of the course

Skills for Jobs and Bury College will provide those essential skills needed when writing applications and preparing for interviews. You will learn how to improve your CV and have the option to undertake a literacy and numeracy qualification. So if you want to improve your chances in the marketplace then this is the course for you.

What are the entry requirements?

To be eligible for the Free funding you must be unemployed and resident in Bury, Oldham, Rochdale or Tameside.

How long is the course?

The course is based on two days a week for three weeks, which will not impact on your unemployment benefits.

What topics will I study?

The course covers a variety of topics including Communication Skills, Customer Service, Assertiveness, CV's, Job Applications, Job Searches, Interview Skills and the option to undertake a Literacy or Numeracy qualification. There may be options to also gain a Food Safety or IT Certificate.

How is the course assessed?

There are no exams for the course; you just build a personal work portfolio and you will receive your College Certificates on completion.

When can I start the course?

Courses are ongoing and may be started throughout the year. Please enquire for more details.

What are the career opportunities?

This course will help you towards gaining those essential skills that employers are looking for. If you gain employment there will be another free training opportunity to further improve your skills.

Is there anything else I need to know?

This course is supported by the European Social Fund and is free to eligible learners. Terms and conditions apply, please enquire for full details.



Outstanding Success at Bury College!

Bury College has been nationally recognised as one of the top ten Colleges in the Country following a demanding and detailed Government Ofsted Inspection. With a set of grade 1s across the College this makes Bury College officially one of the best Colleges to study at in the country!

What our students say...

"The teachers are amazing and really supportive. They've helped me every step of the way."

"Everyone was extremely helpful and the quality of the teaching has been amazing."

"Bury College is a great place to learn, it has given me the motivation to further my education."

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Bury College Grades - Awarded by Ofsted Government Inspectors

Effectiveness of Provision - **Outstanding Grade 1**

Capacity to Improve - **Outstanding Grade 1**

Achievements and Standards - **Outstanding Grade 1**

Quality of Provision - **Outstanding Grade 1**

Leadership and Management - **Outstanding Grade 1**

Every Child Matters - **Outstanding Grade 1**



Once you have decided which courses you would like to study please call our **Information, Advice and Guidance Centre** to obtain an application form. They can also give you careers and educational advice if you need help making your decision.

0161 280 8280

www.burycollege.ac.uk • information@burycollege.ac.uk

Disclaimer: All information contained within this leaflet is correct at the time of going to press. However, due to the constant reviewing and updating of our courses, some details may change. Although every effort is made to provide all the teaching, examination, assessment and other services detailed in this publication, Bury College cannot guarantee the provision of such programmes, services, facilities and fees. Bury College reserves the right to amend, withdraw, alter or amalgamate any of the courses, locations and facilities detailed within at any time. Should circumstances require such amendments, Bury College undertakes to use all reasonable steps to minimise the resultant disruption to those services and most importantly to students.

