

# GATEWAY TO EMPLOYMENT

This course covers how mind-sets can help to improve employability, how to identify individual skills as well as certain abilities and strengths to help identify suitable job vacancies. It will also cover job search skills, completing application forms and getting ready for interviews.



## ABOUT THE COURSE

Qualification: NCFE Award in Employability Skills

Level: Entry Level 3

Duration: 5 days

(Monday to Friday)

Time: 9.30am to 4.30pm

Enrolment & Induction: 1 day prior to course starting (10am onwards)

### Locations

RBLI Centres across Kent

## ELIGIBILITY:

- Aged 19+
- Unemployed and in receipt of benefits and able to provide evidence\*
- Can provide a Passport or Birth Certificate as ID
- Can provide proof of address

## UNITS UNDERTAKEN:

- **Understanding mind-set**
- **Deciding on the right job for you**
- **Job and training search skills**
- **Completing application forms**
- **Getting ready for interviews**

This course helps learners to find out where to look for suitable job vacancies using different sources and support, it will also support learners to understand application forms, identifying what information is required and accurately completing the forms.

It also includes ways to help learners to prepare for an interview, what information they may need to find out in advance and the types of questions that may be asked.

## FIND OUT MORE:

✉ [skills@rbli.co.uk](mailto:skills@rbli.co.uk)

📞 01634 568786

🌐 [rbli.co.uk/employment](http://rbli.co.uk/employment)

💻 @RBLISkillsandTraining



Royal British Legion Industries. Hall Road, Aylesford, Kent ME20 7NL.

Registered Charity No. 210063