**Dundee and Angus College Employability Academy**

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| **Specialist Support for: Jobless residents in Dundee who have multiple barriers** | |
| **What are we doing and how are we doing it?** | **Outline of what the course will cover**:   |  |  | | --- | --- | | Confidence | Tell me about yourself, why should I give you a job | | Routines | Destructive / constructive, forward plans, targets | | Attitude | Importance of a positive attitude, enthusiasm, self-esteem | | Skills & Qualities | Personal reflection and development, online research | | Self-marketing | Selling skills and qualities, matching job/person spec | | Hidden job market | Scope, how to access | | Application forms | General discussion, personal statements | | Application form questions | Team working, problem solving | | CVs | Outline; CVs as a sales pitch | | Letters | Key points: selling skills, qualities & interest | | Interviews | Why have them, Q&As, STAR method, mocks | | Team working | Benefits, examples, improving performance | | Communication | Assertive, passive & aggressive | | Behaviour at work | Employer code of conduct, inappropriate examples | | Employer talks | Invited employers to discuss recruitment / expectations | | Site visits | Employer site visits, where appropriate | | College studies | Courses available, Future Talent, Career Coach | | ICT | PC support – MS Word, email clients, file management | |
| **Who’s Eligible?** | Unemployed customers |
| **Target Audience:** | Unemployed customers |
| **When can we apply?** | Courses currently scheduled: Stream 1 – 28th May – 22nd June 2018 (4 weeks), 9th July – 3rd August 2018 (4 weeks)  An information session will be held in advance.6 hours learning per day. Applications from May 2018 |
| **Where will it be held?** | Dundee and Angus College – Kingsway Campus |
| **How do we refer?** | Use the form at the end of this guide or Click on the link [here](https://www.dundeecity.gov.uk/employability-map/referral-form) for a copy of the referral form and send it to the contact below. |
| **Contact Details** | Job Centre Dundee are the main referring partner. Referrals are invited from all service providers.  Name: Kathryn Simpson, Employability Co-ordinator  Tel: 01382 834897  Email: [k.simpson@dundeeandangus.ac.uk](mailto:k.simpson@dundeeandangus.ac.uk) |
| **Stages Covered** | Stage 2/3/4 |
| Additional Information: This programme has industry involvement. Customers are signposted to relevant partner’s post programme dependent on the individual action plan. Class size: 14 | |