**Dundee and Angus College Employability Academy**

|  |
| --- |
| **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-ordinatorTel: 01382 834897Email: 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  |