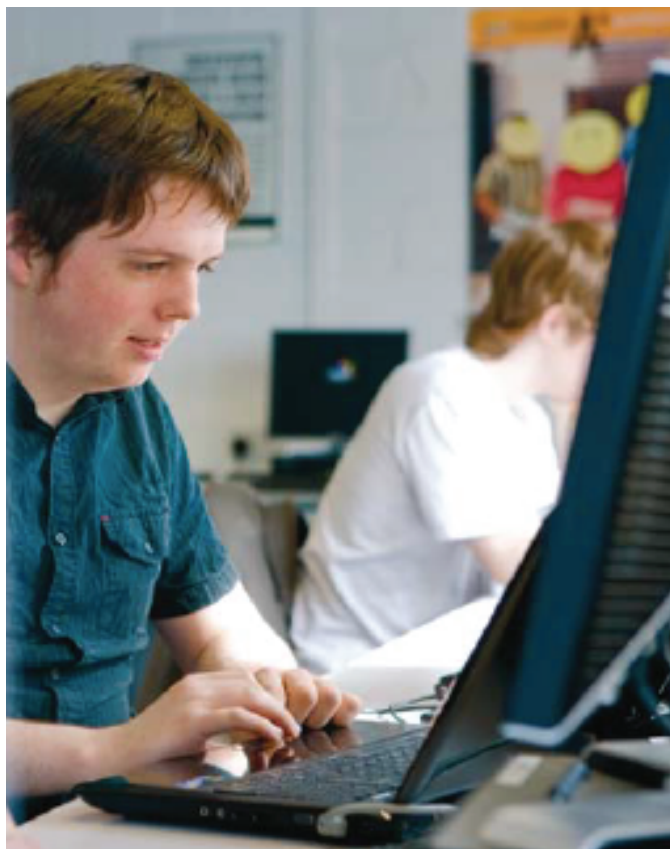


SQA Employability Award Level 4



What will I learn?

Preparing for Employment: First Steps

Take a look at your existing skills and experience, and consider how these might transfer to the workplace.

Think what you want to get out of work and investigate what sort of job could fulfil that.

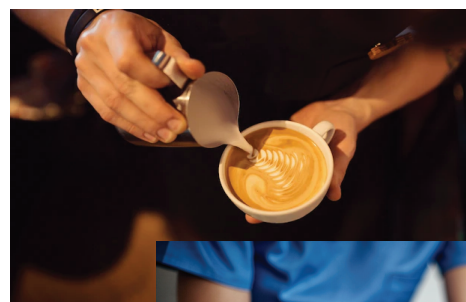
Building Your Employability Skills

Consider the types of employment that may suit you.

Practise the skills needed to find employment, such as contacting employers, filling in application forms, and writing a CV and cover letter.

Responsibilities of Employment

Learn about best workplace behaviour, and know your responsibilities, rights, and protections as an employee in the UK today.



- * **Gain skills & qualifications**
- * **Meet new people**
- * **Small friendly classes**
- * **Fun & interactive**
- * **1:1 support available**
- * **Will not affect benefits**
- * **For adults in Midlothian**
- * **Ages 18-67**

Wednesday 29th November 2023

Edinburgh College Dalkeith Campus

Runs for 8-10 weeks, every Wednesday

10am-12:30pm

Interested?

call Jennifer on 07809 554867

or email

jennifermelville@accesstoindustry.co.uk