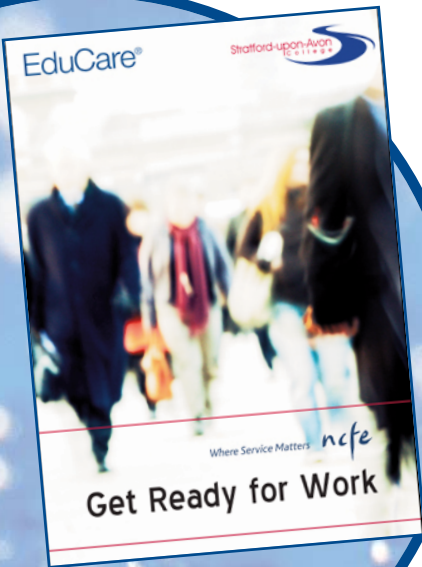


# Are your students ready for the world of work?



The most common criticism from employers is that job applicants or new employees are simply not ready for the world of work! Even when they have the right work skills they often lack the soft skills to improve their chances of successful employment.

**The sole purpose of this dynamic programme is to resolve this problem!**

**Get Ready For Work** is a state-of-the-art, up-to-date and totally flexible programme and adopts the award winning EduCare formula that has already been successfully used by over 50,000 students.

The programme is accredited at Level 1 or Level 2 by NCFE and meets the requirements of the Government's **Ready for Work, Skills for Work** and **Unlocking Britain's Talent** agendas. Depending on any local variations, the programme should be fully fundable from your LSC.

It will equip your students with the skills they need to gain employment and assimilate most effectively in their future workplace.

It also helps those recently made redundant or those looking to re-enter the workplace to increase their confidence in seeking new employment in a changing market.

By using this programme with your students you will clearly demonstrate to employers of all sizes your college's clear commitment to improving the employability and work readiness of your students.

It is a dynamic addition to a student's portfolio and offers significant added value to all courses. It can also be used to attract international students to your college, and improve income generation.

The programme has been developed in partnership with Stratford-upon-Avon College, employers and EduCare.

The EduCare methodology is proven and effective with over 1 million participants. The delivery is flexible, available both paper-based and online with full support and assessment and students can even film their own online job interview. You can also use the programme as a support to classroom learning. Whatever method you prefer, we will work with you to ensure that you get the best results from the programme.

*"The government is committed to seeing Britain compete successfully in 'The Global Skills Race'. To do that, it is essential that we listen carefully to what employers need. Top of the list is ensuring that people entering or re-entering the workplace are better prepared. I applaud this initiative and commend it to any College seeking to improve the all round quality of their students." (James Plaskitt, MP)*

## Key benefits...

- Meets the needs of employers
- Supports HM Government's employability agenda
- Proven, award winning EduCare methodology
- Over 50,000 students completed original course
- Improves the quality of students
- Accredited at both NCFE Certificate in Employment Skills Levels 1 and 2
- Unique use of technology
- Adds value to existing courses
- Meets funding requirements (subject to LSC availability)
- Builds revenue from overseas students
- Flexible delivery online, paper-based, face-to-face or blended learning

# Get Ready for Work

## Get Ready for Work Level 1:

**Supports the NCFE at Level 1 Certificate in Employment Skills and suitable to add in to ANY short or part time course**

### Module one – Developing your Skills

Discover:

- How to get ready for work
- The skills and qualities you will need
- Selecting the right job for you
- The rewards of getting a job

### Module two – Developing your Personal Qualities

Look at:

- The qualities employers are looking for
- How your clothes and attitude make an impression
- How you present yourself via body language
- Understanding common company policies and rules

### Module three – Researching Jobs and Preparing for Interviews

Learn about:

- Starting your job search
- Where to find information
- The interview process, CVs and application forms
- How to improve your chances

### Module four – Handling Interviews and Starting Work

Examine:

- How to prepare for an interview
- What happens after your interview
- Starting work
- Ongoing learning in the workplace
- Successful working

### Module five – Approaches to Work and Health and Safety Skills

Look at:

- Different types of employment and job roles
- The right approach to work
- Health and safety in the workplace
- Hazards and accidents, and how to prevent them

**Price per student £149.00 (ex vat)**

## Get Ready for Work Level 2:

**Supports the NCFE Level 2 Certificate in Employment Skills and suitable for any course**

### Module one – Health, Safety and Security

Learn about:

- Health and safety procedures in the workplace
- How to protect the safety and security of yourself and others
- What discrimination is and how to create a culture of equality

### Module two – Personal Effectiveness in the Working Environment

Understand:

- Motivation for effective working
- How to assess your personal strengths and weaknesses
- Receiving feedback on your performance
- The correct attitude and approach to work

### Module three – The Job Market

Look at:

- How best to use your skills in selecting a job
- The benefits of an Action Plan when job searching
- What happens once you have made an enquiry
- How to prepare for your interview

### Module four – Team Skills

Discover:

- The differences between a group and a team
- How to support a team
- How to develop successful working relationships
- Effective problem solving techniques

### Module five – Effective Communication

Learn about:

- Different types of communication
- Communicating with customers effectively
- How to deal with difficult customers
- How meetings are conducted

**Price per student £199.00 (ex vat)**

*"Education Business Partnerships work with schools, colleges and businesses to prepare young people for adult and working life. We have been involved with the Get Ready for Work programme and have successfully delivered it to thousands of students. I am delighted to see the programme being further developed and I know that it will prove invaluable in improving the transition from schools or colleges to the workplace. It will certainly be welcomed by all employers." (Sheila Hancox, CEO, Warwickshire Education Business Partnership)*

**To order these programmes or if you would like to discuss delivery of the programme through your college please contact:**

**Phone: 01926 436205**

**Email: [webenquiries@educare.co.uk](mailto:webenquiries@educare.co.uk)**