


CAM ACADEMY TRUST COURSE INFORMATION

ACADEMY TRUST	Course Title		CV Writing and Interview Techniques				
Course Description		This course will equip you with the knowledge and confidence to write a CV and prepare for an interview. Whether retuning to work after raising a family or seeking new challenges, this course equips the candidate to approach the CV & Interview with confidence. A CV is your chance to show an employer your skills and experience, so you can get the job you want. You will need to be highly motivated with a very positive attitude to engage with others in the class and work independently.					
Start Date		26 th Jun 2024 27 th Jun 2023	Day & Time	Tue 12.15 – 14.30 Wed 18:00 – 20:00	Venue	Tue- The Blue Space Cambourne Wed – Cambourne V C	
Tutor Details		Dee Munday has over 20 years’ experience as a tutor, teaching English and maths. Before this she worked as a secretary in the private sector.					
No. of wks		3	Terms		1		
Fee		FREE*/£40 (see eligibility criteria below)	Concessionary Fee		FREE*/£30 (see eligibility criteria below)		
Course Level:		Mixed ability			Yes		
		Level 1, Level 2 (equiv. to GCSE / NVQ2)					
		Level 3 Equivalent GCE A Level					
Skills or qualifications needed for entry into the class			You need to be able to speak and understand, as well as write, at a good standard of English.				
Course aims & objectives							
Very much a personal learning directive is needed, listening skills, sharing ideas, develop skills to independently manage your personal exploring and researching using the internet; for example: BBC Skillswise, websites and various YouTube clips. Also accessing the National Careers Service – https://nationalcareers.service.gov.uk							
Progression – after this course what might you do next?							

Further study either level 1 or 2 Functional Skills English or GCSE English.	
How progress & success will be recorded	
Independent Learning Plans (ILPs) will be used for you to monitor your progress with your tutor's guidance.	
Additional course costs (e.g. visits, materials, books, equipment)	
None	
Materials/equipment required for first class	<p>You must bring photographic ID to the first class</p> <p>A4 lined pad with margin, pen and ruler. You will need to bring with you all records of employment and qualifications, dates and results.</p>
Contact for further information	<p>Adult Education: 01223 264721</p> <p>commed@combertonvc.org</p>

Funding

This course is funded through the Adult Education Budget allocated by the Cambridgeshire and Peterborough Combined Authority (CPCA) or the Education and Skills Funding Agency (ESFA) and part financed by the European Social Fund (ESF) programme. This funding is managed by Cambridgeshire County Council, Adult Learning and Skills. A short video covering the background of ESF, what it does, how it helps and who benefits is available on the European Union website:

<http://ec.europa.eu/esf/home.jsp>

Eligibility criteria *

In order to qualify for a FREE place on this course, you must be eligible for us to claim funding to cover the costs. The eligibility criteria are as follows:

- Aged 19 or older on 31 August 2023
 - You are a citizen of a country within the European Economic Area (EEA) or other countries determined within the EEA, including those with bilateral agreements such as Switzerland, or have settled status or the Right of Abode in the UK (including Afghanistan, Hong Kong and Ukraine)
- AND**
- have been ordinarily resident in the EEA or other countries determined within the EEA, including those with bilateral agreements such as Switzerland, for at least the previous 3 years on the first day of learning (does not apply to Afghanistan, Hong Kong and Ukraine)
 - you must attend regularly, more than 50% of the classes
 - you must fully complete an enrolment form
 - You must complete an individual learning plan (ILP) on a regular basis

If you do not qualify for a free course, then you can attend by paying the relevant fee.

Enrolment and Payment

Please enrol at Comberton Village College for all courses, including those in Cambourne, Melbourn and online. **Please assume the class is running once payment has been received, unless you hear to the contrary.**

We would appreciate payment of fees over the telephone by debit card, however, if that is not possible then we will accept cheque or cash.

By Phone: 01223 264721

Email: commed@combertonvc.org

Cheques: The Cam Academy Trust

Address: Adult Education, Comberton Village College
Comberton, Cambridge, CB23 7DU

Refunds

Refunds are only available if we close a class or you withdraw at least two weeks before the start. In the latter case there is a £5 administrative charge. Classes cancelled by us due to unforeseen circumstances (e.g. tutor illness) will be replaced with an extra class at the end.

Concessionary Fees

25% discount (excluding materials) is available for those in receipt of JSA/ESA, Universal Credit, Carers Allowance or a social care assessment (EHCP, PIP) evidence to be provided. It is also possible to pay by instalments, please ask for details.

Equalities statement

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+ (on 31 August 2022). We positively encourage all learners with any concerns about specific needs which might affect their learning to discuss their requirements with us in confidence. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a community based on mutual trust and respect. We will do our best to ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities.

Cambridgeshire County Council, Adult Learning and Skills service supports a wide range of other adult learning opportunities across Cambridgeshire to support adults with the lowest level of qualifications or no qualification at all, and so typically find themselves in lower paid, less secure jobs or unemployed. Search our website **www.cambsals.co.uk** for details of all our funded courses.

Safeguarding Statement

Arrangements have been made to make sure that you are safe at our Centres. If you feel you are not safe for any reason, for example through verbal or physical abuse or you have been discriminated against, please tell your tutor or the Centre Manager, who will investigate to ensure your safety.

How we use your data

<https://www.gov.uk/government/publications/esfa-privacy-notice>

