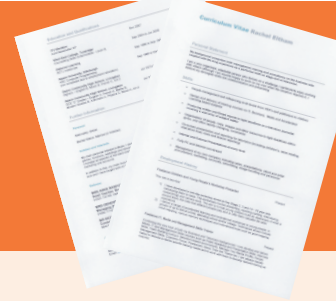


# CV Writing

## Course Profile



### Who's it for?

The programme is designed to engage learners of different levels of ability, aged 13 - 21. It can be adapted for pupils in Years 8 - 11, for post-16 learners and University students.

### How is it delivered?

The programme is delivered by highly experienced, qualified facilitators, all of whom have enhanced CRB, to groups of up to 100 students, in a 2.5 hour programme.

### Course Overview

The 'CV Writing' workshop does not just cover the art of writing a great CV and Application Letter; it gets to the heart of why applying yourself in education and training is vital to employability success. This workshop delivers the 'lightbulb' moment when students clearly see the links and begin to put meaning into their own futures. Responding to the needs of each learner it will raise aspirations and increase attainment levels offering them the best possible chance of post-education employment success. Adhering to IAG guidance this programme is mapped to the matrix standard empowering young people to plan and manage their own futures providing comprehensive advice on routes to service providers, labour markets and opportunities. It actively promotes equality of opportunities and challenges stereotypes.

### Aims & objectives

- To be able to write high-quality CV's, Covering Letters and Application forms
- To better understand the link between educational achievement and employment opportunities and be motivated to succeed
- To research independently for jobs and education opportunities and to understand the support that is available
- To make challenging but realistic plans for the future recognising barriers and understanding how to overcome them
- To understand their motivations, strengths and learning/work preferences
- To understand the skills and qualifications they need to pursue their ambitions
- To have positive expectations of work and understand the benefits of economic independence

### In summary

This workshop makes it quite clear that success through education links to success in the working world, independence and economic and social well-being. It is an energetic, exciting and rewarding process looking at: Careers and Jobs, Labour Market Information, What is a CV, CV Writing, Job Applications, Covering Letter and Employability Skills. Students are empowered to find their own answers and to improve their overall employability.

For further information and availability on this course please contact Mediawise Associates:

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