



Independent Training
& Education Consultants

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Employability skills Qualifications

You'll find out what employers are looking for, discover how to feel confident in interviews and make sure you know the best way to stay in work and keep a job. We offer qualifications at Entry Level 3 to Level 2.

Before you start we'll check which level of qualification you should be working towards and the skills you already have which may relate to the qualification, like working in a team or filling out application forms. This helps us to work out which courses are right for you, so you don't cover things you already know.

Costs from £150 +
VAT
Individual initial
assessment and
diagnostic to
determine level of
qualification



You are hired!



Your qualification will be tailor made to support you. Some of the units could include, planning your career, communicating at work, developing leadership skills, handling money or solving problems and achieving targets.

Planning your Career

If you're worried about getting a job or returning to employment after a break , our courses will help you plan for job hunting, interviews, writing a CV and covering letter and filling out application forms.

Communicating at Work

Build effective working relationships with customers and colleagues by making a good impression at work.

Developing Leadership Skills

Managing yourself and your performance can help you to develop effective leadership skills.

Handling Money at Work

Whether you handle petty cash or money on a larger scale, being able to handle money responsibly, knowing the different methods of payment and following procedures for handling money can be important,



Your tutor will be there to deliver training, give you advice and to support you. When you have completed all your courses, you will be ready for assessment, don't worry you will have lots of practice first.

Join our online Facebook community where you can talk with other learners, ask for help or gain new friends.