APPLICATION FORMS

Course Name	Start Date	End Date	Site	Total Fees
Application forms	28/02/2025	07/03/2025	ENDERBY ADULT LEARNING CENTRE	0.00
Application forms	18/11/2024	25/11/2024	LOUGHBOROUGH MOIRA CENTRE	0.00
Application forms	29/10/2024	05/11/2024	MARKET HARBOROUGH SYMINGTON BUILDING	0.00
Application forms	12/03/2025	19/03/2025	MELTON LIBRARY	0.00
Application forms	31/10/2024	07/11/2024	MELTON LIBRARY	0.00
Application forms	24/03/2025	31/03/2025	THURMASTON THE ROUNDHILL ACADEMY	0.00
Application forms	30/01/2025	06/02/2025	COALVILLE LIBRARY	0.00
Application forms	12/05/2025	19/05/2025	HINCKLEY LIBRARY	0.00
Application forms	29/11/2024	06/12/2024	WIGSTON MAGNA LIBRARY	0.00

01. Who is this course for?

This short course will introduce you to completing job application forms for a range of employment opportunities. Discover ways to complete application forms effectively and promote your yourself to let employers know you are available for work.

02. What will I learn?

During the course you will complete both online and paper-based application forms and see how the process works. Learn how to: Explore, download and save online job opportunities and local vacancies?? Create a personal statement to use when applying for a job Make your form filling more efficient Demonstrate how to handle your personal information appropriately to keep it safe online Submit online application forms and post your information to jobsites or employers

03. How will I learn?

Your progress and achievements will be recognised and recorded throughout the session. For example: practical tasks, verbal feedback from your tutor, practising and completing exercises.?

04. What will I need to bring?

We recommend you bring materials like paper and pens to help you take notes.

05. What skills or experience do I need?

Some previous experience of using a computer keyboard and mouse is helpful but not essential – you may wish to join a Digital Skills for Beginners course ahead of this course if you have no previous experience. You will need to have a good standard of English language, reading and writing to get the most you can from this course. If you are concerned about your English skills, we recommend you speak to your tutor, as we may be able to help.

06. How will I be assessed?

Throughout your course your tutor will give feedback on your progress and you will document your achievement through activities such as quizzes, worksheets and in group discussions.? As you progress you will be completing a range of practice and live application forms.

07. What could I do after this course?

Following this course you could progress to: Digital Functional Skills Qualification Entry 3 (DFSQ E3)? CV Writing Level 2 Award in Food Safety for Catering?? Level 3 Emergency First Aid at Work?? We offer a range of courses in the following: Digital Skills Learning for Wellbeing, including Arts and Leisure Languages, British Sign Language, and ESOL Maths and English Employability Apprenticeships and Traineeships Family Learning Programmes for Adults with Learning Difficulties and/or Disabilities

08. How will I be supported in my learning?

We aim to support all learners to succeed. Our tutors will work with all learners to meet individual needs by using a range of resources and teaching methods. When you enrol on your course you will be asked if you have any additional learning needs or disabilities which may affect your learning. This might include physical disabilities, neurodivergent needs (e.g., Autistic Spectrum Disorder, ADHD, dyslexia, or dyspraxia, etc.), visual and auditory impairments, or a medical condition which might affect your learning. Your tutor will contact you prior to joining the course to discuss what support can be put in place. For some learners, this may mean organising extra time in exams or arranging for a Learning Support Assistant to support your learning in class. We also offer a wide range of assistive technology such as reader pens, screen readers, large print keyboards and screens, alongside in-class resources such as coloured overlays, large-print resources and more.

09. Is help available with course fees?

Many of our courses are FREE to all learners. For fee-paying courses, if you are in receipt of state benefits or have a low income (£26,211.90 before deductions) you could be entitled to enrol on your course for FREE, or at a 70% Reduced Fee cost. If your course is accredited (working towards a formal qualification) your course may be FREE if you earn under £25,000 before deductions. Some exclusions apply, eligibility for fee reduction is subject to change, and you may be required to provide evidence of earnings. If the amount you must pay for your course is over £50, we offer instalment plans which break down the cost of learning into a set number of easy monthly payments. If you need help with the wider costs of study, such as childcare, resources, travel, and transport costs, you may be eligible to have these costs reimbursed through our Discretionary Learner Support Fund. Visit us online for more details, and to download the online application form.

10. How do I choose the right course for me?

If you are unsure about which course may be right for you, our team of Learning and Work Advisers are on hand to offer FREE and impartial information, advice and guidance on learning and work options available to you. To book your free, confidential, and impartial appointment, please call FREEphone 0800 988 0308 or email LALS.LWA@leics.gov.uk.