

## CV WRITING

Course Name	Start Date	End Date	Site	Total Fees
CV Writing	10/11/2025	17/11/2025	LOUGHBOROUGH MOIRA CENTRE	0.00
CV Writing	21/04/2026	28/04/2026	COALVILLE LIBRARY	0.00
CV Writing	05/03/2026	12/03/2026	HINCKLEY LIBRARY	0.00

### 01. Who is this course for?

Having a CV when you are looking for a new job is a real advantage – it's a document that lists your experience and work history and can help to promote your skills to potential employers. If you need a CV to progress into work or wish to refresh an existing CV but not sure how to tackle it, then this is the course for you. Learn how to construct a productive CV that can really get you noticed!

### 02. What will I learn?

Learn how to construct a productive CV that can really get you noticed!: Recognise the correct CV format to create a layout to suit your needs Identify the key skills and qualities which should be included in a CV Edit and adjust your CV to suit the jobs being applied for Covering letters and message approaches

### 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. A memory stick to take away your CV can also be useful.

### 05. What skills or experience do I need?

Some previous experience of using a computer keyboard and mouse is helpful – you may wish to join a Digital Skills for Beginners course ahead of this course if you have no 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 generating a CV to use.

### 07. What could I do after this course?

Following this course you could progress to: Digital Functional Skills Qualification Entry 3 (DFSQ E3) Application Forms 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 (£27,976.16 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 £25,750 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 of your next steps, please contact us and one of our team will advise you about our courses or signpost you to other providers if necessary. Please call FREEphone 0800 988 0308 or email [adult.learning@leics.gov.uk](mailto:adult.learning@leics.gov.uk)