Application forms and personal statements

Extra title field

COVID-19 In order to ensure the safety of staff and learners the way we can provide courses in the Autumn Term has changed. See details below. There may be further changes if Government and Public Health advice changes. In these challenging times, the safety of learners and staff is our highest priority. We are therefore introducing a range of measures to protect every member of the community. These include strict limits on class sizes to ensure social distancing can be maintained within classrooms. There will also be additional procedures and limitations around the use of entrances and exits, corridors and other public areas.

How will the course benefit me?

This workshop will benefit those who are actively looking for a job.

What will I learn?

How to complete an application form How to write a personal statement

Career Opportunities

You can attend the Work Club at Redbridge Institute.

Assessment / Exam

You will work on a range of tasks during the day and your tutor will provide you with the necessary feedback to improve your skills. Due to the Covid 19 situation this workshop may be delivered either face to face or online.

Entry Requirements

There are no formal entry qualifications for this course; however, you will need to have a basic knowledge of computing and a good level of English minimum level 1.

Additional Material Cost

There are no extra costs, you may find a notebook and pen useful for your notes.

Health & Safety

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Health and safety in the learning environment will be covered as part of the course. You will be expected to follow the social distancing arrangements in place for the safety of staff and learners. The safe use of computers is essential. This will be covered as part of course induction

How will the course be delivered?

The course will be delivered face to face or online dueto the Covid 19 situation. You would benefit if you have access to a pc, laptop, tablet and wi fi. Learning will be of a practical nature with plenty of hands on experience using the computer. Although you will be given assistance to help you, the tutor will not be able to write the application form for you.

Marketing Image

Other