

Applying for jobs online

Course Name	Start Date	End Date	Site	Total Fees
Applying for Jobs Online Workshop - TL	15/07/2025	15/07/2025	Ashby Community Hub	0.00

Course Description

Content and Overview

Build the confidence and practical know-how to succeed in today's digital job market. This hands-on workshop will help you understand how digital skills are used in both job seeking and the workplace. Learn how to write professional emails, plan and attend virtual meetings, and stay safe online. You'll also explore how AI is shaping the modern job search—and how to use it to your advantage.

Suitable for

Learners looking for employment or looking to change careers/get promotion and those who have not had an interview for a long period of time.

Entry requirements

You must be aged 19+ on 31 August 2024 and be UK resident for at least 3 years to join this course.

Delivery Method

Face to face

Progression Route

Other employability workshops
 Pathway to Work
 Qualifications such as FS English/Maths/EDSQ/ESOL
 Employability qualifications

Fees

Applying for a course does not mean you are automatically enrolled. You must provide evidence to confirm eligibility, as this course is funded by the Department of Education.

We will require to see, proof of ID, proof of your address, and evidence that you receive benefits or have an income of £25,000 or less on balance.

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YOU MUST BRING THIS EVIDENCE WITH YOU WHEN YOU START THE COURSE OR WORKSHOP.

Alternatively, you can also bring your evidence to be seen by the Business Admin Team, Room F09 at Ashby Community Hub, prior to your course or workshop starting.

If you need any more information or support, please contact our Customer Service team on 01724 297146.