



Run a session on... jobs and skills

Digital skills are important in all aspects of life... but none more so than in getting a new job or improving your skills.

Lots of people who visit their local online centre will be looking to improve their skills to help them find a new job, or to get back into the workplace after a period of unemployment.

This session plan will help you to show learners how they can use the internet to get on further with jobs and skills.

Things to try...

Learn My Way

There are lots of jobs and skills resources available on Learn My Way in the 'Finding a job online' section. If your learners are confident with the basics of computers and the internet, why not encourage them to try these packages, to help them gain the skills they need to find the right job for them?

• **Job hunting online**

In this course you will learn how to search for jobs online. The course will cover how to find and apply for jobs online, as well as how to create and send a CV online and register for email updates for available jobs. It also covers how to use Universal Jobmatch.

• **Jobs and interviews**

In this course learners will find out how to prepare for a job interview and how the internet can help. It gives advice for preparing for work and how to search for jobs online. The course will also show learners how to use computers and the internet to find out about financial support for working families and find information on benefits.

Universal Jobmatch - <https://www.gov.uk/jobsearch>

Universal Jobmatch is a government website which allows both jobseekers and employers to add their details, so jobseekers can find the perfect opportunity for them and employers can find the perfect candidate.

Jobseekers can upload a CV or even build a new one from scratch to share with any prospective employers. They can also use their CV to search for jobs that match their experience or interests, and they'll receive email alerts when any new jobs matching their profile are posted.

Not sure how to get started with Universal Jobmatch? Head across to Learn My Way at <https://www.learnmyway.com/courses/universal-jobmatch-a-how-to-guide/> to find out more.





National Careers Service - <https://nationalcareersservice.direct.gov.uk/>

The National Careers Service provides information, advice and guidance on learning, training and work opportunities. Supported by qualified careers advisers, the service offers confidential and impartial advice.

From help putting together the perfect CV, to tools to help your learners decide what training they need, and even help finding funding for that training, the site is full of tools for anyone looking for help with their career.

With advice on how to deal with redundancy and information on almost every aspect of employment and the workplace, it's a fantastic resource for anyone looking for a change at work.

Want to find out more about the National Careers Service website? Visit <https://www.learnmyway.com/courses/national-careers-services-website-a-how-to-guide/> for more information.

