

How to boost your employability skills



EMPLOYABILITY COURSES

FREE ONLINE COURSES TO:

- ✓ Boost your employability and give you great updates for your CV.
- ✓ Help you improve your study skills in time for college.
- ✓ Support students applying for an apprenticeship for this September.

PLEASE NOTE:

All of these are free courses. They all feature ads, so click on 'remove ads' and you'll see the content. Only give out the briefest of information e.g.name and email. Never give your telephone number. One site asks for a Date of Birth to know which school year you are in, which is fine. Some professional [Future Learn](#) (you need to register here) courses offer the chance to engage with other students on their moderated portal. This is NOT recommended for year 11 students. Please do not use. If the specific videos here do not appeal to you, use You Tube/the main links to find ones that do.

[Touch Typing](#)
[Microsoft Office](#) - Word, Excel, Powerpoint
[Basic First Aid](#)
[Developing Career Resilience](#)
[How to write a CV](#)
[How to succeed at writing applications](#)
[How to succeed at interviews](#)
[Communication Skills](#)
[Presentation Skills](#)
[Digital Technologies](#) - Duke of Edinburgh
[Digital Technologies](#) - Minecraft coding,
[Movie Maker](#)
[Introductions to Plumbing, electrics, auto-service technician and carpentry](#)
[Food safety](#)

COURSES TO BOOST YOUR STUDY SKILLS

[Future Learn](#) - click link to register
[Open University Online](#) - register for free learning Open University
[Eton x](#) – a number of online courses
[Alison.com](#) - significant number of varied online courses
[Inspiring Digital Enterprise Award](#) - allows printable Record of Achievement for employer to see and badges of learning, Duke of York digital programme

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