

COALFIELDS WORX – WEST FIFE



the coalfields
regeneration trust

Are You a Parent in West Fife looking for work?



FALKIRK
FOUNDATION

In partnership

The Coalfields Regeneration Trust & Falkirk Foundation are working in partnership to deliver a 10-week **COALFIELDS WORX** programme that will increase your chances of getting back into work. You will also:



Complete CV & Interview Technique Workshops



Achieve SQA Qualifications



Develop IT Skills



Build Confidence



OPEN DAY 10th FEBRUARY 2020 @ 10am

Coalfields Training & Enterprise Hub, 2 Kirk St, Kincardine, FK10 4PT

Then every Tues, Wed & Thurs; 10am-2pm; from 18th February

FOR MORE INFO CONTACT:



01324 624 121



info@falkirkfoundation.org

Coalfields Regeneration Trust: Scottish Registered Charity Number SC039277

COALFIELDS WORX – WEST FIFE



WEEK	TYPICAL THEME / TOPIC
Week 1	Welcome - Introduction - Tour of Training & Enterprise Hub
	Back to work - the challenges - my confidence
Week 2	Make a change - remove barriers - Intro to SQA
	SQA First Steps to Employment - My World of Work
	Employability practical session: Communication
Week 3	Meeting employer needs - Applying for a job
	SQA Responsibilities of Employment
	Employability Practical Session: Team work
Week 4	Covering letter / emails - Application forms
	SQA Responsibilities of Employment - Interview assertiveness
Week 5	Interviews: Testing each other - Employer Talk
	Interview questions - Job searching techniques
	Employability practical session: Decision making
Week 6	SQA Building Employability Skills - Employer Talk
	Mock interviews and group feedback
	Employability practical session: Problem solving
Week 7	CV Update - Covering letters
	Employability practical session: Organisation/Planning
Week 8	Interview Preparation: Competency-based
	Mock interviews: Live interview
Week 9	SQA Catch up
	Forward Planning - Next Steps & Action Plans
Week 10	Business Enterprise Day, Tour & Lunch at The Falkirk Stadium
	Awards Ceremony



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Scottish Reg. Charity SC041791

JOIN US AND SEE WHAT YOU CAN ACHIEVE!