

Social Media Future content: 9am - 12pm £175.00

Read the exciting brief outline of the units. (Employability Skills)



No.	Course	Unit information
1	Unit 01 Understanding mindset (F/506/7216)	The aim of this unit is to help learners understand why certain mindset qualities are attractive to employers, and to encourage them to think about times they have displayed these qualities.
2	Unit 08 Goal and target setting (M/502/4295)	This unit introduces learners to the ways in which goal and target setting take place in the place of work.
3	Unit 10 Prioritising tasks (A/502/4302)	This unit introduces learners to ways in which they can manage their work to ensure that tasks are completed on time and in an appropriate way.
4	Unit 11 Managing your time (F/502/4303)	This unit introduces learners to ways in which they can manage their time appropriately in the place of work.
5	Unit 13 ICT for employment (J/502/4304)	This unit introduces learners to the broad range of technologies they could encounter so that they are aware of their uses. The unit covers basic forms of technology and how organisations use them.
6	Unit 16 Working in a team (F/502/4267)	In this unit, learners will be introduced to some of the basic skills needed to work with others in a practical way and develop good working relationships.
7	Unit 20 Social media in the workplace (J/506/7217)	This unit provides learners with an understanding of how social media is used in the workplace, enabling them to stay safe and act responsibly and legally when using social media. It also equips learners with the skills required to contribute to social media.
8	Unit 22 Deciding on the right job for you (D/502/4311)	This unit aims to introduce learners to ways in which they can make choices and decisions about suitable employment areas and job roles.
9	Unit 23 Looking for work (K/502/4313)	This unit shows learners how to carry out searches for jobs. The unit will cover identifying the best places to look for suitable job opportunities, using job searching resources and knowing who can support them to look for work.
10	Unit 24 Completing an application form (M/502/4314)	This unit introduces learners to the sort of information needed for a job application and how to complete a straightforward job application form.
11	Unit 25 Getting ready for interviews (T/502/4315)	This unit introduces learners to the preparation needed for job interviews.
12	Unit 27 Disclosing an offence (K/508/0896) (OPTIONAL)	This unit aims to help learners understand disclosure of convictions. It covers where to find details of convictions, spent and unspent convictions, why you would have to disclose any convictions, and how to write a basic disclosure letter.



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Successfully achieving the qualification: Internally assessed portfolio of evidence

Timetable of UNITS DAYS						
		Monday	Tuesday	Wednesday	Thursday	Friday
COURSE	Social Media	No.1 No.2 No.3	No.3 No.4 No.5	No.5 No.6 No.7	No.8 No.9 No.10	No.10 No.11 No.12 Portfolio submission
	Self-employment	No.4	No.1 No.2	No.3	No.3 No.6	No.5 Portfolio submission

*Days of timetabled units are subject to change.