

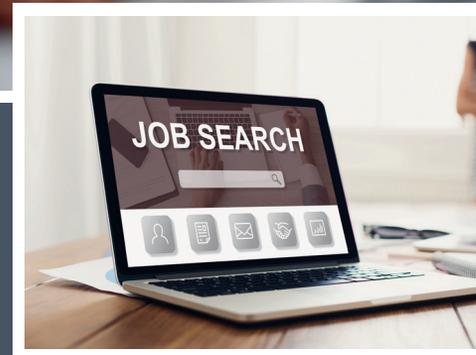
# ADULT SKILLS CENTRE

## Employability Skills Level 2

This course is aimed at anyone who has completed the Level 1 Employability Skills course and are hoping to increase their skills even further.

### The following units are covered:

- Understanding How to be Successful
- Job Searching Skills
- Emotional Resilience
- Employment Rights
- Contracts and Pay
- Interpersonal Skills
- Internet Safety
- Health and Safety in the Workplace
- Building Self-esteem and Confidence
- Understanding Pensions



**Better Careers** Begin Here

# ADULT SKILLS CENTRE

**Colchester Institute has Adult Skills Centres in Braintree, Clacton, Colchester and Dovercourt.**

Adults are able to access a range of employability courses with content directed at particular sectors including Construction, Hospitality and Care. These complement qualifications in English, Maths and IT, which employers state as the most valuable skills for new recruits to their organisations.

Courses are online with facilitated support, which allows for greater learning flexibility.

Our Adult Skills Centres, in partnership with the National Careers Service, can arrange an Advice and Guidance appointment with an impartial Careers Adviser. The adviser can help you to review, plan and make effective career-related decisions about your future learning, training and/or employment opportunities.

If you would like to find out more:

**Visit:** [colchester.ac.uk/adult-skills-centre](http://colchester.ac.uk/adult-skills-centre)  
**Call:** 01206 814292 or 01206 712825



**Did you know most of our adult learning courses are free?**

You are likely to get your course for free if you are looking for work and in receipt of some benefits or earn less than £18,525 per year.

Ask us for more details.

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