

# Year 11

## How to Boost Your Employability During Lockdown



### 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 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**
- **Plumbing , electrics, auto-service technician and carpentry introductions**
- **Food safety**

### COURSES TO BOOST YOUR STUDY SKILLS

**Future Learn** - click link to register

**Open University Online** - register for free learning Open University

**Fuse Education Gov.au** - resources from Victoria, Australia

**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