

Preparation for Work



Course Overview

Preparation for Work is a supportive course for young adults who need extra help to move into employment. It helps you build confidence, independence, and skills employers look for.

A large part of the course is substantive work placement hours. This means you will spend regular, meaningful time in real workplaces.

You will:

- Work with local employers
- Gain experience in different work settings
- Try a range of work tasks
- Develop and practise employability skills, such as teamwork, communication, time-keeping, and following instructions

You will learn in college and the workplace, helping you connect learning to real jobs.

You will also develop further independent living skills to support adult life.

You will be fully supported by a Job Coach, who will help you:

- Set personal goals
- Grow in confidence
- Increase your independence step by step

This course helps get you ready for employment or supported employment, with the skills and experience employers value.

What You Will Study

You will receive on-the-job training to help you feel confident at work. This includes learning about:

- Induction and starting work
- Health and safety
- How to behave at work
- Understanding what employers expect
- Work-related Maths and English skills used in real jobs

You will learn how to:

- Search, apply and interview for jobs
- Build a CV
- Practise interview skills

All of this helps you feel prepared, confident, and ready for the world of work.

START DATE

September

STUDY MODE

Full-time

LEVEL

Entry Level 1, Entry Level 2, Entry Level 3, Level 1, Level 2

DURATION

1 year

LOCATION

Wakefield College



For further information about this course, including Entry Requirements, Assessments and Further Study, scan the QR code.

Need More Information?

For additional course information please contact the Course Information Team on **01924 789111** or email **courseinfo@heartofyorkshire.ac.uk**.

To learn more about Wakefield College, our facilities and how we can support you please visit our website **www.heartofyorkshire.ac.uk**.

Quick Links



**How to
Apply**



**Student
Support**



**Virtual
Tours**

How You Will Be Assessed

Your Tutor, Job Coach, and employer will regularly check how you are doing at work. They will give you support and helpful feedback.

You will:

- Build a portfolio to show the skills you are learning
- Reflect on your work placement, talking about what went well and what you want to improve

This helps you understand your progress and feel proud of your achievements.

Entry Requirements

You do not need any formal qualifications to join this course. You do need to:

Be motivated

Want to work in the future or move on to an Apprenticeship

This course is for young people who:

- Are aged 18–24
- Need learning support

If you are ready to take steps towards work and your future, this course could be right for you.

Further Study

After this course, you may move on to:

- An Apprenticeship
- A Supported Internship
- Employment or supported employment
- Further training

Staff will support you to choose the right next step for you and help you prepare for it.