

Keys to Employment

Opening the
door to
Employment



FREE COURSE at Borders College

Learn new skills, gain a qualification and take part in work placements.

INFORMATION DAY 19th JUNE 2018

Come along to our Information day which takes place at 10.30am on Tuesday 19th June 2018 at Job Centre Plus New Reiver House, High Street, Galashiels TD1 1TD

Keys to Employment

What is Keys to Employment?

A 10 week course to learn new skills to help you to manage your home and prepare for employment.

It is provided by Borders College working in partnership with Scottish Borders Council and The European Social Fund (ESF). All candidates must meet the ESF eligibility criteria prior to starting the course. Further details can be provided by your key worker or the Employment Support Service.

What is it?

- Communication Skills
- Money Management
- CV and Letter Writing
- Computer Skills
- World Host
- Job Search Skills

What's in it for me?

- Learn new skills
- Realise your potential
- Build your confidence
- Improve communication skills
- Develop team building skills
- Improve your computer skills
- Learn to budget effectively
- Access career opportunities
- Assistance with job applications
- Engage with local employers through work placement

Travel expenses and lunches are provided over the 10 week course.

Who is the course for?

If you are new to being a tenant, are under threat of homelessness or are looking to improve your opportunities to gain employment..... Still not sure? Talk it over with your key worker or give us a call and we will be happy to answer any questions.

T: 01835 824000

To find out more information on the course talk with your keyworker or

Contact: Employment Support Service

On: 01835 824000

Email: EmploymentSupportSer@scotsborders.gov.uk

Or write to:

Employment Support Service

Scottish Borders Council

First Floor, Paton Street, Galashiels

TD1 3AS

Information Day 19th June 2018 at 10.30am



Business
Development
Unit



EUROPE & SCOTLAND

European Social Fund

Investing in a Smart, Sustainable and Inclusive Future

BORDERS COLLEGE, SCOTTISH BORDERS CAMPUS
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