



Year 11 How To Boost Your Employability During Lockdown!

Hello Year 11,

I understand that this is a difficult time, I know some of you will be struggling to find things to do, which is why I would like to bring to your attention a few courses that may be of interest.

These may be courses that help your chances of employment over the course of the next few years or they may be specific for your next period of study.

Over the next few pages are a wealth of courses, most of them are free. Before you have a look at specifics, you may wish to look at the following websites.

GCF Global - <https://edu.gcfglobal.org/en/> A website with a wealth of technology courses.

Reed.co.uk Courses - <https://www.reed.co.uk/courses/> The UK's first recruitment website offers a range of courses from providers. Many of these courses normally cost hundreds of pounds, however, at this time, they are offering these courses at a massive discount. Please note, these are courses you will have to purchase.

OpenUniversity Free Courses - <https://www.open.edu/openlearn/> A range of free courses for various levels. Please be aware, the different courses have differing difficulties. Stay at introductory level if you have little experience of the subject. You will receive a certificate at the end.

FutureLearn - <https://www.futurelearn.com/> Has a vast number of courses. Many are aimed at a high level. You can complete most courses without payment and ignore any attempt to persuade you to pay.



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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 the below 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 ok.*
- *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.*

Employability Courses

1) **Touch Typing** Why learn this?

- If you are planning to take notes with a laptop at college – you will save time/effort!
- It will help you speed up your work and therefore your productivity, in most jobs/careers.

Employability Courses

1. [Touch Typing](#)
2. [Word, Excel and PPT](#)
3. [Basic First Aid](#)
4. [Developing Career Resilience](#)
5. [How to write a CV](#)
6. [How to succeed at writing applications](#)
7. [How to succeed at interviews](#)
8. [Communication & Presentation Skills](#)
9. [Digital Technologies- Minecraft Coding, Movie Maker, Python, Scratch, Animation, Gif making, Graphic Design, Video Editing, Entrepreneurship](#)
10. [Plumbing, Electrics and Carpentry, Car Technician basics](#)
11. [Food Safety](#)

Courses to boost your study skills

These links have literally hundreds of options to improve your study techniques and support your future learning at college with college subject linked courses.

- a) [Future Learn Subjects](#)
- b) [Open Learn Subject Courses](#)
- c) [Open University Badges](#)
- d) ['Idea' Courses \(Subjects\)](#)
- e) [EtonX](#)



Use <https://sense-lang.org/typing/> and go to the 'animated tutorials' first. This will show you hand positions. Then try using these via 'keyboarding tutorial' icon. You can test yourself along the way and gain a certificate at the end.

2) Office Software

Do you know how to use Word really well? Check your knowledge of Word, Excel and PPT. See this You Tube summary of top tips across all three pieces of software- how many do you know and use? <https://www.youtube.com/watch?v=qNbXlqlzluQ&t=520s>

Microsoft Word

You know this one - but how well? Could revising Word speed up your college work?

- Beginners Word <https://www.youtube.com/watch?v=S-nHYzK-BVg>
- Advanced (good for essays) <https://www.youtube.com/watch?v=Fvrtt0h84Mg&t=460s>

Microsoft Excel

You might not know this one so well? Why improve your skills in this? When might you need it?

- At college, to help you include professional charts and graphs in PPTs.
- Maths, Economics, Statistics & Sciences students will almost certainly use Excel in their career.
- Anyone aiming to work in an office one day will usually need to use Excel at some point.
- Apprentices! Excel boosts your CV for most roles e.g. business administration, marketing, finance.

What is Excel? <https://www.youtube.com/watch?v=Sj4Ss4QVs50>

How to learn it: Open Excel on your PC, within 'Home' look at the 'Welcome to Excel & Take a Tour' module. You will see lots of short Excel tutorials here. Or You Tube has many examples: e.g. <https://www.youtube.com/watch?v=rwbho0CgEAE&t=488s>

Microsoft PowerPoint

You know how to write a PPT – but could you speed up? And produce better PPT's?

Beginners course in PowerPoint <https://www.youtube.com/watch?v=XF34-Wu6qWU>

Top PPT tips <https://www.youtube.com/watch?v=BSildZzHn2Y>

3) Basic First Aid

Register here <https://www.futurelearn.com/register>

Basic First Aid <https://www.futurelearn.com/courses/basic-first-aid>

4) Developing Career Resilience

Register here:

<https://www.open.ac.uk/account/createaccount?URL=https://www.open.edu/openlearn/money-business/developing-career-resilience/content-section-overview?active-tab=description-tab>

Course: Developing Career Resilience (and many others too)



<https://www.open.edu/openlearn/money-business/developing-career-resilience/content-section-overview?active-tab=description-tab>

5) How to write a CV & School Leaver CV builder

How to write a Teenager CV and templates <https://www.careeraddict.com/student-cv>

6) How to succeed at writing applications

Register here <https://www.futurelearn.com/register>
<https://www.futurelearn.com/courses/writing-applications>

7) How to succeed at interviews

Register here <https://www.futurelearn.com/register>
Course info here: <https://www.futurelearn.com/courses/interviews>

8) Communication & Presentation Skills

Register here <https://www.futurelearn.com/register>
Presenting with impact <https://www.futurelearn.com/courses/presenting-your-work-with-impact>
Communication at Work <https://www.futurelearn.com/courses/communication-and-interpersonal-skills-at-work>

9) Digital Technologies & IT

- ✚ Animation, Gif making, Graphic Design, Video Editing, Digital Research, Games Design, Advertising, Entrepreneurship. All kinds of courses for free via Duke of Edinburgh 'Badges'. You do not have to do the full D of E. Just use their courses to upskill yourself. Sign up here <https://idea.org.uk/>
- ✚ Minecraft Coding, Movie Maker, Python, Scratch for secondary school students: <https://fuse.education.vic.gov.au/VC/Secondary?digital%20technologies>
- ✚ IT courses for all: <https://www.futurelearn.com/subjects/it-and-computer-science-courses>
- ✚ Podcasts explaining mobile technologies (Hacking, 5G, Driverless cars): <https://www.pwc.co.uk/issues/intelligent-digital/a-to-z-of-tech-podcast-series.html>
- ✚ Beginner Python <https://www.futurelearn.com/courses/programming-for-everybody-python>
- ✚ Basic Programming <https://www.futurelearn.com/courses/computer-programming-for-everyone>

10) Plumbing , electrics and carpentry basics

Why look at these before September? As you will be ahead of the game, knowing tool names and some basic techniques. It could make starting your Diploma or Apprenticeship a bit easier. Sign up below. You will see two or three ads. To find the course content, scroll down through these ads and see the **blue 'start topic' tab**. Once you have done all the topics for that module, then move on to the next Module.



For example, the Electrical Trade option has 5 modules and 26 topics. Topics and modules are listed, top, left hand side. Sign up here – click on green tab:

<https://alison.com/?fbclid=IwAR28x9ZDH85LNtvQa672oJR44OrDHvVdDRtjAnKtQFPbp7wM9Dki4EzBD4w>

Intro to Plumbing tools <https://alison.com/course/introduction-to-plumbing-tools-and-drawings-revised>

Introduction to Pipe work <https://alison.com/course/introduction-to-plumbing-pipes-and-fixtures-revised>

Electrics <https://alison.com/courses/diploma-in-electrical-studies-revised-2017/content>

Carpentry <https://alison.com/course/introduction-to-carpentry-revised>

11) Auto Technician

Register on www.Alison.com

Auto service Technician – an Intro <https://alison.com/course/nsdc-course-auto-service-technician>

12) Food Safety

Free Level 2 course: <https://www.cocomps.eu/mycompliance/PowerPointHtml5.aspx?page=a4ea52eb-01fa-43c8-9ef3-0213d5d0b471>

Courses to boost your studies

a) Future Learn:

Register here <https://www.futurelearn.com/register>

List of courses by subjects <https://www.futurelearn.com/subjects>

Examples (there are hundreds, in all subjects):

- ✚ Improve study techniques: <https://www.futurelearn.com/courses/improving-study-techniques>
- ✚ A level English Literature <https://www.futurelearn.com/courses/a-level-study-unseen-poetry>
- ✚ Start writing fiction <https://www.futurelearn.com/courses/start-writing-fiction>

b) Open Learn – a huge variety of free academic courses *Example: History courses*

<https://www.open.edu/openlearn/history-the-arts/history/world-history/the-repute-and-reality-being-roman-emperor/content-section-0?active-tab=description-tab>

c) Open University Badges for your CV Courses will feature quizzes and interactive learning:

Register here: https://www.leeds.ac.uk/info/130503/online_courses/481/online_courses_for_schools

d) 'Idea'. Loads of cool courses – all free:

Graphic Design, Making websites, problem solving, money management .

<https://idea.org.uk/>



e) EtonX

Free courses in Critical Thinking, Creative Problem Solving, Verbal Communication, Public Speaking, Making and Impact and Writing Skills. Ask your **school to request a code** for these free courses to all secondary state schools: <https://etonx.com/fast-track/>