Entry Level Award in Employability Skills (Entry 3) (601/4678/3)

**Please complete this sheet, if you have started your own, that is fine. Check you have covered all the criteria.**

Unit 30 – Job and Training Skills

Student: Michal Onodi

Learning outcome 1 The learner will:

Understand where and how to search for jobs

1. The learner can:
   1. State 2 possible sources of job vacancies and screen shot an example of a job opportunity that might suit you from one of the sources. Annotate how it suits you (experience etc).

I find online example:Reed,indeed,totaljob.Another source can be ask friends or go to job centre.

* 1. Identify who is able to help you to find work or training in your area i.e. Where you live and the sort of job you are looking for. Are there local organisations that help?

: I can get help from job centre,or ask friends.

* 1. Provide an example of a job vacancy or training opportunity that interests you that has been found by using one of the support networks and acting on the advice and guidance given. Screen shot a job vacancy or training opportunity and annotate it to say what advice/guidance has been given and where you found the job. This may be the same job as 1.1, or may be a training opportunity e.g. from MAE.

: I interest in IT skills,can improve my computer skills. [Medway Adult Education](https://www.medwayadulteducation.co.uk/) I spoke with manager Ninu who gave advice.

1.4 State how ready you are to apply for this type of opportunity, have you the experience/skills/education/CV/Interview skills needed? : I have done entry 1 and entry 2 IT skills.

: for this type of opportunity I need book for appointment to joint in class.

1.5 State what you could do to improve your chances of being successful if you apply for this type of opport/unity. Do you need to brush up on your skills? Do you need more training? /Do you need to look at your transferable skills? Have you the right mindset?

Ilf I want to be successful for this opportunity ,I need to improve my English reading and practice my IT skills.

This is all my own work

30.01.25 Michal Onodi

30/1/25 Tutor S Sutton A black letter on a white surface

Description automatically generated

30/1/25 Feedback good improvements made to verbal feedback Michal and good understanding shown.