



How To Boost Your Employability and Key Skills

Make the most of these **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 and university
- Prepare you for apprenticeships in the future.

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 would not be recommended for Year 11 students*
- *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 and effort!
- It will help you speed up your work and therefore your productivity, in most jobs/careers.

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.

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 \(Subjects\)](#)



2) Office Software

Do you know how to use Word really well? Check your knowledge of Word, Excel and PPT. See this YouTube 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 will know this one - but how well?! Could revising Word help 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? You are likely to need it in the future:

- At college/university, 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 YouTube 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 more professional 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 award. Just use their courses to upskill yourself. Sign up here <https://idea.org.uk/>
- ✚ Minecraft Coding, Movie Maker, Python, Scratch for secondary school and post 16 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

Planning on going into construction? These will be useful 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. Even if you're not planning a career in this area you may find some basic skills useful for your own homes! 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/>