

## Adult Community Learning

# FOUNDATIONS FOR WORK

## Plan your Success with our Information Advice and Guidance



**Get impartial one-to-one information advice and guidance from a qualified advisor to help you move forward into work or further training.**

**Wednesdays 9:30–12noon or Fridays 1–4pm**  
**First Steps Learning Centre, Islington Central Library.**

**By appointment only.**

Contact Alison on 07808 879 044 or email [alison.moore@islington.gov.uk](mailto:alison.moore@islington.gov.uk) to book.



## Employment Support

**Get help writing your CV, searching for jobs, filling in application forms and interview tips.**

We can also offer you information on courses to help you improve your skills and chances of gaining employment.

**This is a drop-in service (no appointment needed) on Tuesdays 9.30am – 12.30pm at the Arsenal Learning Hub.**

# Stand Out CV Secrets; Write an Effective CV



**Learn how to write an effective CV to help get the job you want.** These one-to-one sessions will help you to decide what to include in writing a comprehensive and skills-based CV.

**Thursdays 10am-12noon**  
**Arsenal Learning Hub.**

## **By appointment only**

Contact Alison on 07808 879 044 or email [alison.moore@islington.gov.uk](mailto:alison.moore@islington.gov.uk) to book.



# Digital Skills Kickstarter

## **Develop your computer skills!**

Get help and support with using computers, laptops or other devices. Work at your own pace and find out about other courses available to help you improve your digital skills.

**Fridays 1-4pm**  
**Islington Computer Skills Centre**

To book an appointment contact Sharon  
07818 529 355