

New opportunities for people wanting to return to work

Many people have been unable to work for some time because of domestic responsibilities. When they want to return to work they may lack confidence and are not sure where to start, or find that they need to update their skills.

If this description applies to you, and you have few or no qualifications, our New Opportunities course will help you plan your future and equip you with the skills necessary for a confident return to work.

Course Content

- **Module 1**
Computer Literacy and Information Technology (CLAIT). This includes word processing, spreadsheets, graphics, using the Internet
- **Module 2**
Communication / Interpersonal Skills. This includes Business English and CVs; identifying your skills, abilities and planning the way forward.
Strategies for returning to work; information on child care, flexible working hours and interview techniques

The course is held 2 days a week for 12 weeks, and a new course is held each term. Read how the New Opportunities course has helped someone get back to work, by following the link from this page.

Contact the Friary Community Education Centre for more information and an application form:

Cardiff Basic Skills Service

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