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Introduction

The employment market is becoming more and more competitive and challenging as employers require flexible skills and qualifications from employees.

A competitive advantage requires a multi-skilled workforce to streamline business. Finding the right job is no longer easy and qualifications are no longer enough to secure employment.

The recent surveys of employers suggests the the following;

Sell Yourself! - Visualise employers as customers and sell your skills and qualities which will be most beneficial to them.

Action Planning & Decision Making! - Employers look for those who have the ability to plan, prioritise and take action to achieve the best results.

Survival! - Employers look for those who understand the ambiguity of the market and work along with it.

Multi functional skills and right attitude!



Services at 5E

Job Search

Where do I start looking?

We will show you how to search websites and newspapers to find the job vacancies that would interest you the most. You can use our computers to look for jobs and to research companies. Setting you on the right path will give you the stepping stone you need to make progress!

Applying for Jobs

Employers and job agencies often ask you to fill out an application form – these days, this is completed online. We can help you to complete forms, open an email account and send your CV online.

CV Writing

We can help you to create a smart CV with all the information required by employers. You can produce different versions of your CV with different skills emphasised for different applications. Remember – not all job applications suit the same CV so personalisation toward each specific application is highly significant!

Cover Letters

Sometimes you might be asked by an employer to explain why you want the job you're applying for. Our advisors are happy to help you with this, and we will even supply envelopes and stamps!

Covering
Letters

04

CV
Writing

FILL
YOUR.....

..skill GAPS

05

References

You can use our telephones to ask former employers if they would provide references for you. We can also provide you with reference letters ourselves to give you that boost toward success!

How to develop your skills?

KNOW YOUR SKILLS – Identifying your current skills is the most important step. Identify your strengths and weaknesses, identify the situations where you become inactive, identify what you enjoy doing etc.

FILL YOUR SKILLS GAPS – Once you identify the skills that are missing, the next step is to find ways to attain those skills. This can be achieved through undertaking qualifications and skills training.

Lack skills or qualifications for the right career?

The skills and qualifications required to apply for jobs change according to the requirements of the employment market. This is mostly affected by political, economical, social and technological factors of the country. For this reason, it is important to UPDATE skills to increase your potential.

At 5E we provide a platform for you to fill your skills gaps through various vocational qualifications and job search training sessions embedded in different government initiated employability programmes. Our skilled and qualified advisors will be happy to support you and provide detailed advice and guidance to build your career.



Are you looking for a JOB? are you looking 5E for the RIGHT JOB??



If you are **unemployed** and **looking for a job**, it is important to **ask yourself** whether you are looking for the **RIGHT job**. Matching your **existing skills** and **qualifications** to the **job descriptions** is important to realise what jobs would **suit YOU**.



How 5E can Help You..



Enrol on any project at 5E and you can take any number of short courses for FREE. The following training workshops lead to certified qualifications which will improve your CV and make you more attractive to employers. In fact, for some jobs you are required by law to hold a qualification in one or more of these areas, so why not get started! These training sessions will help you realise your full potential, build your confidence and get a job: They are all run by our experienced and engaging staff.

The high quality of delivery is proven by our high success rates of getting people into jobs. In 2009, 60% of learners with severe barriers to employment gained sustainable jobs after attending employability training courses with **5E**.

NOTES



WE CAN HELP YOU

Help!!!!!!
 wing for a job