



Need help
looking
for work?

BACES offers free workshops to help you with skills and qualifications, job hunting, completing job applications, improving your CV and preparing for interviews.

www.brent.gov.uk/baces



Getting ready to work

These workshops are for people with little or no experience in looking for and applying for work. Each workshop is repeated several times during the term so you should just choose one of the dates for each workshop. Also, you do not need to attend all five workshops but can choose the ones you need.

See the table below for the full list of courses, dates and locations.

Workshops must be booked in advance. To book your place please enrol at reception. Details can be found on the back page.

Workshop	Date and time	Location
Deciding on the Right Job for You Identify your own skills, abilities, strengths and interests and match them to possible job roles	Tuesday 22 Apr 9.30-3pm	Carlton Centre
	Monday 28 Apr 9.30-3pm	Madison House
	Tuesday 3 Jun 9.30-3pm	Carlton Centre
Looking For Work Know where to search for job opportunities	Tuesday 29 Apr 9.30-3pm	Carlton Centre
	Monday 12 May 9.30-3pm	Madison House
	Tuesday 10 Jun 9.30-3pm	Carlton Centre
	Monday 16 Jun 9.30-3pm	Madison House
Completing a Job Application Form Know how to complete a job application form and what kind of information to include	Tuesday 6 May 9.30-3pm	Carlton Centre
	Monday 19 May 9.30-3pm	Madison House
	Tuesday 17 Jun 9.30-3pm	Carlton Centre
	Monday 23 Jun 9.30-3pm	Madison House
CV Writing Skills and Cover letter Do's and don'ts of writing a good CV and cover letter	Tuesday 13 May 9.30-3pm	Carlton Centre
	Monday 2 Jun 9.30-3pm	Madison House
	Tuesday 24 Jun 9.30-3pm	Carlton Centre
	Monday 30 Jun 9.30-3pm	Madison House
Interview Skills Prepare for doing well in an interview	Tuesday 20 May 9.30-3pm	Carlton Centre
	Monday 9 Jun 9.30-3pm	Madison House
	Tuesday 2 Jul 9.30-3pm	Carlton Centre
	Monday 7 Jul 9.30-3pm	Madison House

020 8937 4231

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Get skills and qualifications at BACES

BACES also offers many courses that are recognised and valued by employers. Most courses are free if you are unemployed.

They include:

- ESOL
- basic skills (English and Maths)
- vocational courses in:
 - business / accounting / office procedures and administration
 - customer care
 - hospitality
 - retail
 - ICT
 - beauty therapy and hairdressing
 - childcare
 - health and social care
 - health and Safety in the Workplace
 - first aid at work
 - food safety in catering.

For information on what the course covers and the qualifications you can gain on these courses visit our website www.brent.gov.uk/baces, select current adult education courses, click on the course you are interested in and download a course information sheet. The website also gives information about dates, times and locations of courses.

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BACES locations

Stonebridge Centre

1 Morland Gardens
Stonebridge, London NW10 8DY
Bus routes: 18, 206, PR2
Tube/Train: Harlesden Station (Bakerloo line and London Overground line)

Madison House

24-28 London Road
Wembley, Middlesex HA9 7HD
Bus routes: 18, 79, 83, 92, 182, 204, 223, 224, 297
Tube/Train: Wembley Central Station (Bakerloo line and London Overground line)

Harlesden Library Plus

Craven Park Road
Harlesden London NW10 8SE
Bus routes: 18, 187, 206, 226, 260, 266
Tube/Train: Harlesden Station (Bakerloo line and London Overground line)

Carlton Centre

Carlton Vale
London NW6 5RA
Bus routes: 6, 16, 36, 98, 187, 206, 316, 328
Tube/Train: Kilburn Park and Queens Park (Bakerloo line and London Overground line)

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