Course Information

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Thurrock Adult Community College

Course Outline and Details

Course Code TL1003Y26 **Title:** Employers Want: Effective Communication

Time and duration		**Location**	
Start Date:	09 December 2026	Tilbury Skills Hub	
Start Time: 12:30	End Time: 14:30	Brennan Road	
Start Day:	Wednesday	Tilbury	
No. of Lessons:	1		
No. of Weeks:	1	Essex	
Total No. of Hours:	2.00	RM18 8AL	E: tacc@thurrock.gov.uk

Description

Learners will have the opportunity to develop the communication skills needed to interact confidently and professionally with colleagues, customers and employers.

Entry Requirements

An interest in the topic

What will I learn?

This workshop will help you recognise your strengths, skills and experiences while building confidence for employment. You will explore what employers value and develop a positive approach to finding and securing work.

What will I learn?

Learners will have the opportunity to:

Identify personal strengths and achievements

Recognise transferable skills

Understand the qualities employers' value

Build confidence when applying for jobs

Set realistic employment goals

What is expected from me ?

Attend and participate fully

Respect the views of others

Complete workshop activities

Work towards personal goals

Resources/Equipment

All resources are provided.

You may wish to bring the following:

Pen and paper/notebook

Existing CV (optional)

Progression

All other workshops and courses will be shared for learners to consider as progression.

Health/Medical Conditions

Please advise your tutor of any medical or health issues that may impact on your learning or your safety whilst attending the college.

The College wants to make sure every learner has the best chance to achieve their full potential. If you need any help or support on your course, and you have not told us already, please speak to your tutor or email TACC@thurrock.gov.uk and a member of staff from our Learner Experience Team will contact you. Everything you tell us is in confidence and we will only use this to help you on your course.

How we will use your information - TACC and Thurrock Council

Data protection and fair processing statement

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud.

To find out more, go to thurrock.gov.uk/privacy

How the Department for Education use your information

This privacy notice is issued on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of UK GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

The ILR collects data about learners and learning undertaken. It helps ensure that public money is being spent in line with government targets. We retain your ILR learner data for 20 years for operational purposes. Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at https://www.gov.uk/government/collections/individualised-learner-record-ilr

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.

Full details of how we will process your personal data are available in our privacy notice which is available on our website or on request. guidance.submit-learner-data.service.gov.uk/25-26/ilr/ilrprivacynotice