

## COURSE DESCRIPTION 2017-18

<b>Course:</b> Getting the most from Universal Job Match (UJM)	<b>Awarding body:</b> N/A
<b>Tutor:</b> Nicola Gadd	<b>Course length:</b> 3 weeks
<b>Date:</b> 19 April 2018	<b>Day/Time:</b> Thursday 1300-1530
<b>Course aims/objectives:</b>	<p>This course is designed for job seekers that need help with using the support tool from DWP – The Universal Job Match. This is a 2 session course which will introduce you to the Universal Job Match system and show you how to register, upload your CV and ensure that you understand how register your settings correctly. As part of this session will also evaluate your computer skills to see if you need extra help.</p> <p>By the end of this course you will know how to:</p> <ol style="list-style-type: none"> <li>1. Know how to apply for jobs via UJM using the Apply Now feature</li> <li>2. Know how to record all your job search activity and what you need to record</li> <li>3. Know how to set up your UJM profile to make job search more effective</li> <li>4. Know how to upload your CV and covering letters to UJM</li> <li>5. Know how to apply for jobs via the ‘Apply now tool’ and applications via email</li> </ol>
<b>Course content:</b>	<p>Includes the following:</p> <ul style="list-style-type: none"> <li>• Learn how to get onto the Universal Job Match site using an Internet Browser and how you can do this from your phone</li> <li>• Register for a UJM Account and understand what the Government Gateway user ID is</li> <li>• Create a user profile and apply settings correctly to tailor job search to your personal needs</li> <li>• Upload your CV</li> <li>• Set up email alerts when any new jobs matching your CV are posted.</li> <li>• Create a covering letter and upload this to UJM</li> <li>• Apply for jobs via UJM using the Apply Now feature</li> <li>• Apply for jobs requiring an emailed CV and covering letter</li> <li>• Record all your job search activity via your UJM account</li> <li>• Be able to share your activities with your work coach</li> </ul> <p>For learners that do not currently have a comprehensive, CV, we will recommend that you see a member of the CLIP team who will help you build your up-to-date CV.</p> <p>If you don't have an email account, we will help you set one up.</p>

	If you feel that you need some training to develop your computer skills, we can offer you a 4 day course on computer basics, focusing on job related activities, email, online searches, uploading and downloading documents, working with attachments to email, file management etc.
Teaching and learning methods:	Topics will be covered using demonstrations, instructions, hand-outs and practice. One to one help will be available during the practice sessions.
Course level/entry requirements:	No prior knowledge of using UJM or a computer is required but having some very basic IT skills would be beneficial
How progress is checked during course:	Progress will be checked through feedback from lessons and discussion about the previous topic. One to one discussions with the tutor will also be available.
Extra study or practice required at home?	No homework but learners are recommended to attend our weekly job club sessions for continued support with looking for employment
Formal course accreditation? If yes, how is the course assessed?	none
Materials you will need to bring to the course:	Your Universal job Match number and email account information if you have one
What can I do next?	Learners have the opportunity of a Basic IT course which will help you develop your IT skills and feel more confident with every day to day tasks, including job search

Information, Advice and Guidance sessions are available on request (it is best to make an appointment). If you feel you may need some support e.g. with English, Maths or ICT, please ask.

To get in touch, please call your local CLIP Learning Centre (see below) or email [info@cliplearning.com](mailto:info@cliplearning.com)

## CLIP Learning Centres

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