



Statement of participation

Aleksander Nordgarden-Rodner

has passed the free course including all mandatory tests for:

Succeed in the workplace

This free 24-hour course provided skills and knowledge to learners looking to change jobs, just starting in the job market or returning to work.

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www.open.edu/openlearn

This statement does not imply the award of credit points nor the conferment of a University Qualification.
This statement confirms that this free course and all mandatory tests were passed by the learner.
Please go to the course on OpenLearn for full details:
<http://www.open.edu/openlearn/education/succeed-the-workplace/content-section-overview>

COURSE CODE: SWP_1



Succeed in the workplace

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Course summary

This free course helped the learner to explore career opportunities by getting to know themselves and what they value in career planning. It built skills to write strong CVs and application forms, and to handle different types of interviews. It encouraged development of a realistic and robust action plan to enable finding a job to fulfil aspirations and suit a particular lifestyle.

Learning outcomes

By completing this course, the learner should be able to:

- reflect on interests and values and how these are relevant to career choice
- understand the value of networks in career planning
- develop the skills to write strong job applications and CVs
- recognise different interview situations and questions, and know how to approach these
- produce a realistic personal action plan.

Completed study

The learner has completed the following:

Week 1

Introduction and guidance

Start planning your career

Week 2

Understanding your skills and abilities

Week 3

Exploring available opportunities

Week 4

Considering work experience and voluntary work

Compulsory badge quiz (score 77%)

Week 5

Social and employment networking

Week 6

Creating strong job applications

Week 7

Presenting your 'best' self at interview

Week 8

Planning your next steps

Compulsory badge quiz (score 82%)