

PREPARATION FOR WORK

May 2015

GOAL GO-WOMAN!
ALLIANCE CIC

Name Kiran Zamir **Age** 25

Background Kiran came to the UK just over 3 years ago. She has been volunteering for over a year trying to develop her English language skills.

Education Kiran is a graduate with a degree in Computer Science from Pakistan.



How did you feel about starting 'Preparation for Work' programme?

I needed the skills to find a job, so it was good for me. I was a bit reluctant about an examiner looking at my folder. I was also apprehensive about meeting my mentor. Would she be able to understand me and my needs?

What were you hoping to learn from the programme?

I was hoping to get some help in developing a CV as I don't currently have one. I also needed help in completing job application forms. I was looking forward to my work experience. I applied for the Admin role. This was going to be a new area of work, so I was looking forward to it. I chose admin as I wanted to try something new and learn new skills..

What have been the most positive aspect(s) of doing 'Preparation for Work' programme?

I learned how to put together a good CV. As part of the work experience I helped my supervisor to build case studies on learners on a beginner's course in English. This was a great experience for me. I also helped the English tutor to put together the folder for the English programme that the centre is currently running.

For this, I had to research different websites to find additional resources to be used alongside the set syllabus. This helped me to understand the programme better as well as giving me the opportunity to put my IT skills in use. I also got an opportunity to support the English tutor in class and in the IT sessions. It was good working with a mentor. I got one-to-one support that was specifically geared towards me. I was able to call her when I needed her help.

What are you planning to do next?

The programme was really helpful. I went through the interview process for the first time and this was really useful. When I go to job interviews in the future, I will be better prepared and will know what to expect. Admin job was not what I thought it would be. I don't think I want to go into the admin sector. The work experience gave me the opportunity to see what admin involved and therefore I am better informed about I want to do in the future. I enjoyed more the class facilitator and IT facilitator part, supporting the two tutors delivering the English programme. I am in the process of getting my Level 1 and 2 in Maths and English and want to pursue formal qualifications which will allow me to teach in the community.

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