

## Using the Jobsplus Portal

### Applying for this course:

To apply for this course, you should be 16 years of age or older.

### Course Duration

This course is of 2 hours duration.

### General pedagogical guidelines and procedures for this course:

The delivery of this course will be held through a series of presentations and hands-on exercises with the learners in a computer lab set-up.

### Module 1 Learning Outcomes

- ✓ Register on the Jobsplus website
- ✓ Personalise and use the Jobseeker's dashboard
- ✓ Use the C.V. builder on the Jobsplus portal
- ✓ Search for a job through the Jobsplus portal
- ✓ Analyse matched vacancies according to one's C.V. profile
- ✓ Submit a job application through the Jobsplus portal
- ✓ Submit a Registration for Employment form online

**Module Assessment: There is no assessment for this course.**