



# APRIL NEWSLETTER

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## Welcome to our April newsletter!

In this newsletter, you can learn about transferable skills, prepare for job interviews with our tips, apply to new courses and more!

Read below!

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# Transferable Skills

## How to identify yours

Transferable skills or soft skills are skills that can be used across any role or industry, and that can be gained in school, a course, a job, volunteering or life experience.

They are important because they can boost your confidence, help you stand out and open doors to new jobs.

Follow the three steps below to learn how to identify your transferable skills:

### **Step 1: List Your Experiences**

Write down all your experiences, such as:

- Paid jobs (even part-time or temporary roles).
- Volunteering or community work.
- Courses, training, or workshops.
- Hobbies, sports, or activities (e.g., organising events, coaching, or caring for family).

#### **For example:**

- Worked in a shop.

- Volunteered at a food bank.
- Completed a Digital Skills course.
- Organised a family event.

## **Step 2: Break Down Each Experience**

When thinking about your experiences, ask yourself these 2 questions:

1. What did I do? (e.g., served customers, managed stock, trained new volunteers).
2. What skills did I use? (e.g., communication, teamwork, problem-solving).

### **Example for "Worked in a shop":**

Your tasks: Served customers, handled cash, and organised displays.

Your skills: Customer service, numeracy, teamwork and organisation.

## **Step 3: Compare Skills to Job Descriptions**

When finding a job you want, read through the job description and highlight skills you already have.

### **For example:**

The job ad says they are: *"Seeking a team player with good communication skills."*

For your skills you could write: *"I worked in a team at my last job and helped train new staff."*

If you are struggling to find your own transferable skills, don't be afraid to ask a friend, former colleague, your tutor or one of our advisors about what they think you are good at or skills you use well.

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# **Learner Spotlight - *Emre Bas***

## ICDL Level 2 Learner and Data Management Team Volunteer

This month, we had the pleasure of talking with Emre, one of our Business IT for Office Level 2 learners, who is also working as a Data Management Team Volunteer with us.

Emre, who has a Turkish background, is ambitious about his career and hopes to work in civil service in the future. He believes studying and gaining experience at MI Skills will help him achieve his long-term goals.

Learn more about him and his story below:

**Q1: Emre, thank you so much for doing this interview with us. Besides studying at MI, you also volunteer. Can you tell us what your volunteer role in the organisation entails?**

*E: I volunteer at the same centre [MI Skills centre in Brixton] with the Data Management Team, helping them with the archiving of files to comply with the GLA and other funding Institutions requirements.*

**Q2: And we're so lucky to have you in our team, Emre. Tell us how your journey with MI began by telling us what made you decide to do a course.**

*E: I wanted a change of career path and so needed accreditation to gain employment.*

**Q3: And why did you choose MI?**

*E: After having spoken with Hubert [a past learner] in the Brixton library on a rainy*



**Q7: I love how comfortable everyone made you feel at the centre. Now, let's jump into your volunteer role. Tell us when you started working at MI and how you applied for the role.**

*E: The recruitment period was quite straightforward, albeit long due to MI's commitment to safer recruitment. I joined in during an outreach workshop, and a member of staff (Evelyn) mentioned that due to my*

Thursday afternoon, he suggested MI among other avenues to get accreditation. I chose MI because it was the easiest to get to and the staff were very welcoming.

**Q4: I am so glad to know that it was the friendliness of our staff that convinced you to study with us. Continuing on your learner journey, can you tell us what courses you studied at MI?**

*E: I studied ICDL level 1, am now also studying level 2 and want to continue to do level 3 if I can do so.*

**Q5: I am sure you will Emre. What has been the most challenging and the most rewarding part of your learner journey?**

*E: The most challenging would have to be changing my mindset and thought process to learn and adapt according to what the course required of me. The most rewarding would have to be getting to know new people and making friends and acquaintances.*

**Q6: I love that! Changing our mindset is the key to so many positives in life. And talking about good things: What do you enjoy most about learning at our centre?**

*personality, I would be a good fit for volunteering at MI. I followed up and enquired about the position and subsequently saw it through to the end. I started the actual work last week, but had been training on the various regulations that DMT members have to comply with for a couple of weeks.*

**Q8: What advice would you give to other learners who want to volunteer or work in an Admin role?**

*E: Follow your heart - it will guide you to your happiness. Don't be afraid of failing- experience is the best teacher, and finally, I would pose this question: if not now, when?*

**Q9: Great advice, Emre! What was your biggest fear or hesitation before you started the course and volunteer role? How did you overcome it?**

*E: My biggest fear was finding out that my knowledge and experience amounted to nothing. This was also a factor in my hesitation. I overcame it by asking myself what else I could do instead of bettering myself. The other options were not viable, both physically and financially. Sometimes being humble pays off a bigger dividend.*

E: *The welcoming atmosphere, the relaxed attitude, the diverse staff pool. The ease with which, as a student, I could approach the staff with any query and get an answer or a helping hand was a breath of fresh air.*

**Q10: *I agree with you 100%! OK, Emre, I just have one last question for you: What is a fun fact about you that no one knows?***

E: *I have two birthdays. Just like royals.*

Thank you so much, Emre, for sharing so many positive messages and advice during this interview. It was lovely and we wish you much success on your journey.

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## **SIA Course for Lambeth Residents**

# UNLOCK YOUR CAREER IN SECURITY

FREE\* SIA Course –  
Limited to 12 People Only!

The Security Industry Authority (SIA) course is perfect for motivated Lambeth residents who want to gain the Door Supervisor licence.

## ELIGIBILITY CRITERIA

- Be 19 years old or over.
- Be a resident of Lambeth.
- Be unemployed or earning below the London Living Wage (£14.85 per hour).

## CONTACT US

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*\*subject to eligibility*



## WHY JOIN THIS COURSE?

- ✦ **Fully Funded:** No cost to eligible learners
- ✦ **Guaranteed Employer Meeting:** Jumpstart your hiring process by meeting an employer (end of the course)
- ✦ **Expert Training:** Learn from highly qualified specialists
- ✦ **Career Support:** Receive 1-to-1 advice and guidance to build your confidence

## LOCATION

- 📍 MI Skills Development Centre  
The Queen  
47a Bellefields Road Brixton  
London, SW9 9UH

Only 12 places available! Don't miss out!

**Apply Today!**

# Excel in Your Interview



## Tips to help you succeed

Job interviews can be nerve-wracking, but by preparing for them, you can boost your confidence and make a great impression.

So here are seven tips to help you:

### 1. Research the Company

Researching the company will help you gather information that may be important for the role and give you an idea of any expectations they might have.

- Visit their website and social media
- Understand their values and services
- Check their most recent news
- Use AI to help you gather information about the company in a simple and succinct language (please check other sources as well, as AI can give wrong information)

### 2. Practise Common Questions

Practise in front of a mirror or practise with a friend. This will help you feel more confident on the day.

Questions they might ask you:

- "Tell me about yourself."
- "What are your strengths and weaknesses?"
- "Why do you want this job?"
- "How do you see yourself in 10 years?"

Another way you can practise is to use AI, which can help you with possible questions, provide you with feedback and increase your confidence. In addition, if you use the microphone option, it can also

support you with your pronunciation and your reading (e.g. for those with dyslexia).

*Note: if using AI, please remember that AI is a tool and not a person.*

### **3. Keywords**

Pay close attention to the keywords in the job application. You can also use AI to help you identify the skills, qualifications and traits that the employer is looking for.

**Example:** If the job description mentions "team collaboration," "problem-solving," and "customer service," these are keywords that you should highlight in your interview.

### **4. Organise**

Make sure you plan your journey to the interview, as being late will only add stress to your day.

If the interview is online, test your microphone and camera prior to the interview to ensure everything is working. Don't forget to find somewhere you won't be disturbed.

### **5. Dress for Success**

Wear clean, smart and professional clothes, even if the interview is online.

### **6. Show Enthusiasm**

Smile, make eye contact and speak clearly.

Don't forget to ask questions about the company. For example: "What's the best part of working here?"

### **7. Follow Up**

Send a short email thanking the interviewer for their time.

Example: "Thank you for the opportunity. I'm excited about the role and look forward to hearing from you."

Remember that the interviewer wants you to succeed, so take the time to breathe, pause and think before answering (it's good to take a moment).

If you were or are one of our learners, we can also help you improve your interview skills and CV.

For more advice, check the National Careers Service advice on "How to answer common interview questions" on the button below.

[Read More!](#)

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## Upcoming Courses

Ready to transform your life?

Check the list of our upcoming courses and register below:

# Upcoming Courses

## BRIXTON

**01**  
APRIL FUNCTIONAL SKILLS  
ENGLISH E2 & E3

**07**  
APRIL CERTIFICATE IN ICT  
SYSTEMS & PRINCIPLES

**13**  
APRIL ESOL READING E2 & E3

**20**  
APRIL INTRO TO TEACHING  
ASSISTANT

**27**  
APRIL ESOL WRITING E3 & L1

**11**  
MAY AWARD IN SUPPORT WORK IN  
SCHOOLS AND COLLEGES L2

**21**  
MAY INTRO TO NUMBERS

**01**  
JUNE BUSINESS IT FOR OFFICE L2

**03**  
JUNE GREEN SKILLS FOR ESOL

**15**  
JUNE ESSENTIAL DIGITAL SKILLS E3

[Enrol Now!](#)

## Refer a Friend

And get a £30 bonus



If you have a friend that would benefit from doing a course with us, you can easily refer them using the form below.

As a reward, you will get a £30 voucher when they successfully complete a course with us.

# April Diversity & Inclusion Calendar

## Stress Awareness Month

### Diversity & Inclusion Calendar

April 2026



**Stress Management Society**  
from distress to de-stress

Stress Awareness Month is an annual event observed every April since 1992, dedicated to increasing public awareness about the causes

and cures of stress. The Stress Management Society, a non-profit organisation established in 2003, has been at the forefront of this initiative for over two decades. Our mission is to help individuals and organisations recognise and reduce stress, fostering a happier, healthier, and more resilient world.

<https://www.stress.org.uk/stress-awareness-month-2026/>



## World Autism Acceptance Month

World Autism Acceptance Month is an opportunity for everyone to come together and raise awareness, acceptance, and create a society where autistic people are supported and understood. Whether you're at home, at school, or at work, your involvement can make a real difference. It's about how you show up, whether you're supporting your autistic colleagues, students, or family members, your actions can help create an inclusive and accepting world.

<https://www.autism.org.uk/what-we-do/acceptance-and-awareness/world-autism-acceptance-month>



## World Health Day 7 April 2026

World Health Day 2026, observed on 7 April, calls on people everywhere to stand with science. Under the theme "Together for health. Stand with science", this year's observance launches a year-long campaign celebrating the power of scientific collaboration to protect the health of people, animals, plants, and the planet. The campaign spotlights both scientific achievements and the multilateral cooperation needed to turn evidence into action – through a strong focus on the One Health approach.

<https://www.who.int/news-room/events/detail/2026/04/07/default-calendar/world-health-day-2026-together-for-health-stand-with-science>



## Stop Food Waste Day 29 April 2026



Stop Food Waste Day is the largest single day of action in the fight against global food waste. Started in 2017 by Compass Group USA, Stop Food Waste Day is now recognised globally in every corner of the world to educate, inspire, and ignite change. The mission is to ignite change regarding the global food waste problem, by drawing attention to the issues, at the same time educating through engaging with society at all levels and sharing

practical, creative, and impactful ways we can all change our behaviour to reduce food waste.

<https://www.stopfoodwasteday.com/en/index.html>



## MI Skills Development Centre

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