

LIBRARY LIST – WJSC – CLIENT COPY OCT 2009			
TITLE	Subject	Book	Number
365 steps to self-confidence	Personal Development	M	6
Adult Learners Writing Guide	Personal Development	M	7
Adult Learning Year book 2006	Qualifications + Adult Learning	A	3
Back to work: a guide for women returners	Returning to Work	H	1
Brilliant career finder	Career Change	F	1
Brilliant CV	Help with CVs & Application Forms	C	3
Brilliant job hunting.	Job Searching	G	2
British Vocational Qualifications	Qualifications + Adult Learning	A	5
Business Post Graduate Courses	Careers + Skills + Tests	B	22
Care - Real Life Guides	Community + Voluntary Work	L	7
Career change	Career Change	F	6a/b
Career Change Handbook	Career Change	F	5
Career Management: Jobsearch & Interview Skills	Job Searching	G	8
Careers 2006 - 2nd Ed	Careers + Skills + Tests	B	21
Charity & Voluntary Work Uncovered	Community + Voluntary Work	L	4
CV and applications	Help with CVs & Application Forms	C	5
Develop your Assertiveness - 2nd Ed	Personal Development	M	1
E- Mail Etiquette	Careers + Skills + Tests	B	27
Get that job	Job Searching	G	12
Getting a job Abroad	Working Abroad	K	1
Getting into counselling	Careers + Skills + Tests	B	5
Getting into media.	Careers + Skills + Tests	B	6
Give Great Presentations	Careers + Skills + Tests	B	26
Going back to Work	Returning to Work	H	3
Great Answers to Tough Interview Questions - 7th edition	Interview Skills	D	7a & b
How to find a job after 50	Job Searching	G	17
How to find work when you're over 50	Job Searching	G	6a/b
How to Get a Job You'll Love	Career Change	F	16
How to pass selection tests	Careers + Skills + Tests	B	2a/b
How to Succeed as an Independent Consultant	Self Employment	E	10
How to win at aptitude tests	Careers + Skills + Tests	B	1
How to write a great cv	Help with CVs & Application Forms	C	2
How you can get that job.	Job Searching	G	3
I can Survive Interviews	Interview Skills	D	9
I can write a CV	Help with CVs & Application Forms	C	11
Improve your written English	Personal Development	M	2
IQ and Aptitude Tests	Careers + Skills + Tests	B	18
Job file 2006/7	Job Searching	G	4
Job hunting and career change for dummies	Job Searching	G	11
Job interviews: Top answers to tough questions	Interview Skills	D	5
Job-hunting on the Internet	Job Searching	G	7
Jobs and Careers Abroad	Working Abroad	K	4
Marketing & PR Uncovered	Career Change	F	14
Mature Students' Guide - Lifelong Learning opportunities	Qualifications + Adult Learning	A	9
Media Uncovered	Career Change	F	15
Model Everyday Letters and Forms	Help with CVs & Application Forms	C	10

NVQs and how to get them	Qualifications + Adult Learning	A	2a& b
Planning a career change - 6th edition	Career Change	F	3 a & b
Q & A Presentations	Interview Skills	D	6
Readymade CVs; sample CVs for every type of job	Help with CVs & Application Forms	C	1
Readymade Job Search Letters (The Times) 3rd Ed	Careers + Skills + Tests	B	25
Real life guides: construction	Job Searching	G	1
Returning to learning	Qualifications + Adult Learning	A	4
RLI- Confidence & Self Esteem	Personal Development	M	3
Second Chances	Qualifications + Adult Learning	A	7
Second Chances - a National Guide to Adult Education & training	Careers + Skills + Tests	B	23
Start up & run your own business - 4th edition	Self Employment	E	3
Steps to Success- Assert Yourself	Personal Development	M	4
Steps to Success- balance your Life and Work	Personal Development	M	8
Steps to Success- Survive bullying at Work	Personal Development	M	5
Steps to Success- Work Well from Home	Self Employment	E	12
Successful interview skills	Interview Skills	D	2
Successful Presentation Skills - 3rd Ed	Interview Skills	D	4
Telephone helpline directory	Reference	Ref	1
Test your Aptitude etc - CD stored in Client Software folder - installed on desktops	Careers + Skills + Tests	-	-
Test Your IQ-400 Questions	Careers + Skills + Tests	B	11
The 101 toughest interview questions	Interview Skills	D	1
The Educational Grants Directory	Qualifications + Adult Learning	A	10
The ethical careers guide	Community + Voluntary Work	L	5
The Job Application Handbook 6th Ed	Help with CVs & Application Forms	C	9
The New CIOLA Directory - 20th Ed.	Careers + Skills + Tests	B	20
The Penguin careers guide - 12th edition	Career Change	F	4
The redundancy survivor's field guide.	Redundancy	J	2
The Small business Start- up Workbook	Self Employment	E	11
The ultimate cv book	Help with CVs & Application Forms	C	4
The ultimate interview book	Interview Skills	D	3
The Working Mum's Handbook	Returning to Work	H	2
Turn redundancy to opportunity - 3rd edition	Redundancy	J	1a& b
What can I do with no degree?	Job Searching	G	10
What colour is your parachute -2006	Job Searching	G	5a
What colour is your parachute -2007	Job Searching	G	5b & c
Working Abroad 27th Edition	Working Abroad	K	2
Working for yourself - 23rd edition	Self Employment	E	5
Working in the UK:Newcomer's handbook	Job Searching	G	9
Working Outdoors (Real Life Guides)	Job Searching	G	16
Working with the Environment	Community + Voluntary Work	L	6
Working with Young People - Real Life Guide	Community + Voluntary Work	L	3
World Volunteers	Community + Voluntary Work	L	2