

EMPLOYMENT SERVICES...

DEVELOP YOUR IT SKILLS!

This innovative programme provides an opportunity for Job seekers to develop IT skills boosting their chances of employment.

Our 8 week courses are for job seekers of all abilities to develop their Microsoft Office skills to provide them with better opportunities for employment. They will work towards an NVQ Level 2 in IT and Level 1 Employability Skills and receive a certificate from City & Guilds.

During the course candidates will also receive one-to-one support with CV writing to improve their chances of being invited for interview, as well as being shown how to send letters via a mail merge to many businesses at once.

Eligibility

To be eligible to enrol on the course you must be in receipt of any means tested benefit and be at least 19 years old.



8 Weeks
9.30am to 2.30pm
3 days per week

CONTACT US



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