IT Training

ICT - JCP OPPORTUNITY NUMBERS: ACQ17052, PRO-233274;

(For non-mandatory/mandatory customers on Job Seekers Allowance, Employment & Support Allowance, Housing Benefit, Council Tax Benefit, Income Support)

(Start IT-ITQ) Entry Level 3 Award in Using ICT

- The Award for IT Users is ideal for anyone new to the world of Computing, covering Word, Excel, PowerPoint and basic computer usage. This first step in understanding IT can aid progression on to further qualifications.
- The Certificate for IT Users is for anyone who wants to work with computers and has little or no experience with IT. No prior qualifications are required.
- With the Award and Certificate for IT Users you can build your skills and gain the confidence you need to work effectively with computers.
- Upon completion learners can progress to qualification at Level 1.
- Empowers clients to undertake independent job search activities

ITQ Level 1 Award & Certificate for IT users, C&G

- An ITQ is for anyone who uses IT and it can be adapted to suit any situation
- ITQ provides the competence and knowledge to use a variety of hardware and software products more efficiently and effectively. At the end of the course learners will be able to operate information and communication software or hardware with knowledge and understanding.
- You can be confident your qualification is well respected within your chosen industry
- Empowering clients to undertake job search activities such as filling in application forms, CV writing, interview techniques and universal job match.
- To achieve the Level 1 Certificate, learners must gain 13 credits.

Duration: 15 hours per week (Monday to Friday)
Morning class: 9:30AM—12:30PM
Afternoon class: 12:45PM—3:45PM
Start date of course: Enrolment ongoing

Basic Skills Training

ESOL - JOB CENTRE OPPORTUNITY NUMBERS: ACQ17053, PRO-233275

(For non-mandatory/mandatory customers on Job Seekers Allowance, Employment & Support Allowance, Housing Benefit, Council Tax Benefit, Income Support)

ESOL (English for Speakers of Other Languages):

- Improve your English with an ESOL Skills for Life Certificate - gain the English Language Skills needed to get on in life and work
- This qualification will help improve your English in speaking, listening, reading and writing.
- ESOL Skills for Life is for anyone living in the UK whose first language is not English
- Empowering clients to undertake job search activities such as filling in application forms, CV writing, interview techniques and universal job match.

Duration: 15 hours per week (Monday to Friday)
Morning class: 9:30AM—12:30PM
Afternoon class: 12:45PM—3:45PM
Start date of course: Enrolment Ongoing

Functional Skills Qualification in English and Mathematics, Entry levels 1, 2, 3, Levels 1 & 2

JCP OPPORTUNITY NUMBERS:
Mathematics—ACQ17055, PRO-233277
English—ACQ17054, PRO-233276

- The Functional skills English & Maths courses give you the essential skills needed for everyday life, work and education.
- Maths learning classes will help you to enhance your calculation skills and use them in your both personal and working life.

Duration: 15 hours per week (Monday to Friday)
Morning class: 9:30AM—12:30PM
Afternoon class: 12:45PM—3:45PM
Start date of course: Enrolment Ongoing

For more information on all courses please ask a member of staff on 020 8574 9588 or 020 8574 0795
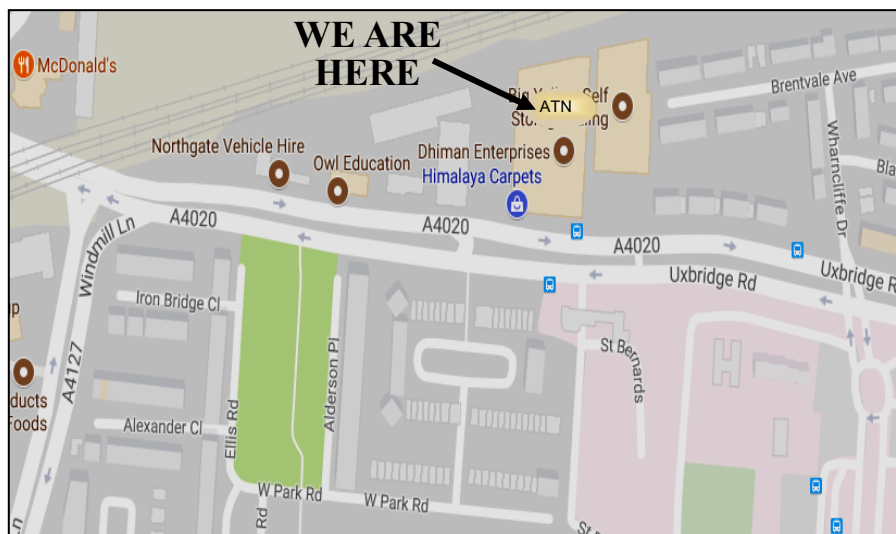
Contact Details:

Telephone: 020 8574 9588
020 8574 0795

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Southall
Middlesex
UB1 3EJ

Bus Routes: 195, 427, 207 607

(Next To Himalaya Carpets)

ATN

Adult Training Network

ACCREDITED FREE COURSES (Subject to Status)

- **ESOL (Opportunity numbers: ACQ17053, PRO 233275)**
- **IT (Opportunity numbers: ACQ17052, PRO 233274)**
- **Functional Skills Qualification Mathematics (C&G) (Opportunity numbers: ACQ17055, PRO 233277)**
- **Functional Skills Qualification English (C&G) (Opportunity numbers: ACQ17054, PRO 233276)**

Enrolling now.....

Step up with new skills