ST THOMAS MORE SECONDARY
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BEDFORDCATHOLICSCHOOLS
ST THOMAS MORE TEACHING SCHOOL

RE: Free IT Course for Adults 22nd -26th October 2018

Dear Parents/Guardians,

At St Thomas More we are always looking for ways to support our families and the community and therefore we are very pleased to be able to offer the below a **free** course in conjunction with the company PET-Xi.

If you or anyone you know meets all of the following criteria and you are looking for an opportunity to get upskilled in basic IT skills, then this course will be perfect for you.

- Aged 19+
- Unemployed and in Receipt of JSA, ESA or Universal Credits.
- Not completed a level 2 ICT qualification or higher previously

This is a FREE course that gives you the opportunity to achieve a nationally recognised Level 2 qualification in IT User Skills.

DEVELOPING YOUR SKILLS IN:

- Microsoft Word (Developing your CV and Cover Letter)
- Microsoft PowerPoint (Business Presentation)
- Microsoft Excel (Budgeting)

The course will take place at St Thomas More in our ICT suite and will run on **22nd October 2018 for 5 days.** From 9:30am – 3:30pm each day to enable you to drop off and pick up your children. This 5-day intensive course is designed around supporting job seekers to enhance their CV with a nationally recognised qualification, developing basic IT skills aiding them in their employment search or even to be able to support with school homework.

There will be FREE lunch provided each day.

If you book a place on this course and then refer a friend who also meets the criteria, you will get a £25 gift voucher from PET-Xi.

SIGN UP QUICKLY - Contact us by 14th October

To book your free place on the course call Leia on 07880 192080 or email Lwelland@pet-xi.co.uk

If you have any questions please feel free to contact me at ttreliving@stm.beds.sch.uk

Yours sincerely

Mrs T Treliving

Head of Digital Communications