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Dear Parents/Carers,

At The Bromfords School and Sixth Form College 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 course. This will be run in conjunction with the company PET-Xi who have a proven track record and worked very successfully on a similar qualification with some of our Year 11 students earlier this year. 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 also be a free lunch provided each day.

In order to apply for a place on the course you need to meet the following criteria:

- A child or sibling currently attending Bromfords
- You are 19 years of age or older
- You are currently seeking employment / unemployed

The course itself will develop your skills in:

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

The course itself is free and gives you the opportunity to achieve a nationally recognised Level 2 qualification in IT User Skills. It will take place at Bromfords in our ICT rooms and will run during the October half-term (October 22nd to 26th) from 9:30am – 3:30pm each day.

Places on the course are limited and will be filled on a first come, first served basis. Please note that we need a minimum of 15 participants to run the course; if we do not make that number then it will not be able to take place.

If you meet the criteria above and are interested in the course, please complete the attached form and return to school no later than Friday 29th June.

Yours faithfully

Mr J Tree
Deputy Headteacher

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FTAO Mr Tree, Deputy Headteacher, The Bromfords School & Sixth Form College

I would like to request a place on the 5-day Basic IT skills course from October 22nd to 26th, 2018 at The Bromfords School & Sixth Form College

Name of person applying: _____

Child/Sibling: _____

Contact phone number: _____

