

## Earn while you learn!

**This programme has been developed to bridge the gap between education and the world of work.**

Skills Team will prepare you for your internship with a 4 week, intensive training course covering IT and work related skills.

Once completed we will arrange up to 8 weeks of internship with one of the employers who are supporting this programme.



At the end of the programme you will receive both an employer reference and a training reference, the IT Diploma from OCR, plus £75 for every full week worked.

### The Diploma Programme

A great opportunity to develop your skills in IT and get real work experience PLUS get paid up to £900.

- 4 weeks of in-depth tutor led training in the Microsoft Office suite and Windows operating systems, business skills and job preparation skills.
- Up to 8 weeks work placement in local businesses such as South African Airways, Mad Bid, Renaissance Hotels and Avanta
- Gain an OCR diploma for IT Users and certificates
- Receive employer and training references and 12 weeks work experience for your CV

The programme runs over three months and is fully funded by the Government.

You will be paid £75.00 for every full week you attend training or placement.

The training will be delivered in one of our local London centres and sessions will start at 9.30am and finish at 5.00pm.

### Who should attend?

Applicants must be aged 17 to 18 at the time of starting the programme. The programme is ideal for people wishing to further develop their IT and business skills whilst gaining work-based experience. If you are interested please call 020 3008 4810 to arrange an interview and assessment session.

### Microsoft Accredited

*Skills Team is one of a select group of Microsoft IT Academies accredited to deliver Microsoft training and support.*

*The programme includes Microsoft official learning materials plus special licences for Microsoft Office.*

