

# FREE COURSES

nortcoll.ac.uk

Are you **UNEMPLOYED** and claiming **JOB SEEKER'S ALLOWANCE?**

## FREE Training

We can offer you a choice of FREE\* part-time courses that can prepare you for work without affecting your Jobseeker's Allowance. Some courses include workshops on CV building and jobsearch skills.

### Computing Courses

A range of flexible ICT courses, at different levels, are available at times to suit you. Includes IT Taster, Start IT, CLAiT and ECDL. Available at Radstock, Keynsham and @the Hollies Learning Centres.

### Introduction to Administration

Gain both administration and IT skills. 15 hours a week for 4 weeks, at Peasedown Learning Centre. Please ask for start dates.

### Introduction to Care

Learn some of the skills and knowledge that employers in the Health and Social Care sector are looking for. 15 hours a week for 4 weeks, at Main Site, Radstock. Please ask for start dates. You need to have been claiming JSA for at least six months to qualify for funding for this course.

### Computerised Accounts

An introduction to the popular Sage accounting software. **Starts Monday 8th March, 9.30am-2pm**, at Keynsham Learning Centre. 2 days a week for 5 weeks, Mondays and Thursdays.

### Door Supervisor

Gain the relevant training and qualifications to apply for a license to work from the Security Industry Association (SIA). Two weekends (Sat & Sun), 9am-5pm. Please ask for start dates. You need to have been claiming JSA for at least six months to qualify for funding for this course.

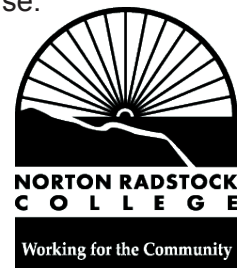
jobcentreplus

\* Conditions apply

For more details and to book a place:

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