



IT Training for NHS Employees

A professional development programme

If you want to brush up on your skills and get a nationally recognised qualification at the same time then this could be just the course for you.

Who qualifies for this course?

- Staff who are in bands 1 – 4

Who will this qualification benefit?

- Those who use a computer during their everyday work
- Those working in an office environment
- Those looking to develop their computer skills
- Those who want to advance their career

If you are an administrator, medical secretary, administrative team leader or an HCA then this is the right course for you.

The Qualification

NVQ Level 2 or 3 from City & Guilds.

This NVQ is a nationally recognised qualification and a great addition to your CV.

What the qualification includes

Health and Safety in ICT and Contact Centres | Develop Personal and Organisational Effectiveness | Internets and Intranets | Email | Word Processing | Spreadsheets | Databases | IT Presentations | System Management | Customer Care | Software Development | Design and Technical Advice & Guidance

Course Delivery

You will meet on a regular basis with the NVQ assessor at your place of work. The Workplace Training Company will support you throughout the course to ensure your success. If you're not sure whether the course is for you please contact us anyway and we can help you make a decision.

There is also the opportunity for candidates to improve literacy skills while taking the course and take a National Test in Literacy.

To find out more, or book a place on the course, please contact:

Liz Masiah Learning and Development Team Jubilee House

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NVQ Application Form

Indicate the NVQ course of interest: _____

Full Name:
(as you would like your name to appear on a certificate)

Address & Postcode:

National Insurance Number:

Date of Birth:

Work Telephone Number:

Home and/or Mobile Telephone Number:

Email Address:

Any Disabilities or Health Problems:

Train to Gain Funding Eligibility Information

5 GCSEs, 5 CSE Grade 1s, 1 or more A' Levels, 2 AS Levels, BES general certificate/Diploma with Credit, an HND/HNC, Edexcel/BTEC 1st Higher Diploma or higher, C&G Higher Operative or Craft, GNVQ Intermediate or higher, NVQ Level 2,3 or 4 or an Access Course.

Do you have any of these qualifications? Please give details below.

Have you been permanently resident in the EU/EEA for the last 3 years?

Have you been granted refugee status by the government?

Signed:

Date: