


ARE YOU 16-18?

ARE YOU READY TO...?

- ✔ DEVELOP NEW SKILLS
- ✔ GET A HEAD START ON YOUR CAREER
- ✔ GET HELP TO GAIN QUALIFICATIONS

Clara
Hale
Apprentice at
Pickstock
Abattoir



**NOT SURE WHICH
DIRECTION TO
TAKE?** 

GET GUIDANCE TODAY

TELFORD COLLEGE OFFICE SKILLS PRE-APPRENTICESHIP PROGRAMME

AIM

Our pre-apprenticeship programme is designed to support you to be more employable, developing skills and experience with support from our apprenticeship team.

ENTRY REQUIREMENTS

Maths and English Grade 3

DURATION

12 weeks (4 days a week).

PROGRAMME

- ✔ Level 2 principles of business administration
- ✔ Office skills, work experience, hands-on projects, real life scenarios and situations
- ✔ Level 1 qualification in personal development for employment.
- ✔ Functional skills - English and maths

WHAT YOU NEED TO KNOW

The pre-apprenticeship program aims to upskill students who did not meet the grade criteria in Maths and English, or who are needing to gain more confidence and experience to help get them apprenticeship ready.

The 12 week program covers a range of employability skills to help support with everyday knowledge, work experience and life skills needed in an office based work place. It will then prepare candidates for the Apprenticeship application process with CV, applications and interviews support with our real recruitment team.

CALL US TODAY

01952 642452 - Apprenticeship Team