BACK 2 WORK
COMPLETE TRAINING

European Union
European
Social Fund

Education & Skills
Funding Agency

Back2Work Complete Training has been delivering employability programmes across the UK for 7 years and over that time has trained and placed over 10,000 people with employers across the UK.

DIGITAL FAST TRACK

starting 24th May

The **Digital Fast Track** provides learners with real experience and the 'Introduction to Digital Technology' qualification. Learners will spend the first seven weeks being upskilled by our tutors, learning valuable digital and employability skills.

Learners will then spend a minimum of 3 weeks with employers on a work experience placement to utilise their skills and knowledge.

The course consists of the following - Technical & Employability Units (Weeks 1-7)

• *Digital Presence, Awareness and Safety; Principles of Marketing; Digital Technology in the Workplace. Behaviours and Standards at Work.*

• *Key Elements of Digital Marketing; How to Set Up an IT Network. Producing a CV; Team Working.*

• *Introduction to Design and Development of Software; Introduction to Installing Computer Software. Succeeding at Interview: Identifying Suitable Opportunities.*

Work Placement (Weeks 7+)

During the work experience placement, learners will focus on building an implementing real projects. There are a wide range of marketing and IT related projects that can be carried out to the benefit of the company, including creating social media profiles, planning and implementing a marketing campaign, and performing an IT Security audit. As part of this program, we also encourage learners to contribute with day-to-day activities to help with the running of the business.

ENTRY REQUIREMENTS

- Aged 19 -24 *(must be 19 on 31st August 2020)*
- Unemployed or working less than 16 hours
- Not in Education
- Lived in the UK for the last 3 years
- Eligible for benefits or public funds

BENEFITS FOR CUSTOMERS

- Extra £30 per week on top of benefits
- Gain Level 1 Qualification in IT
- Gain Valuable Work Experience
- Progress onto Apprenticeships
- Progress into Employment

HOW THE COURSE WORKS

• **Induction with tutor over the telephone**
• **Contact with tutor throughout the course via telephone, email and Microsoft Teams (video chat)**
• **Online delivery Microsoft Teams sessions are held between 9am-5pm, Monday to Thursday.**

IMPORTANT: Candidates must have access to a PC, Laptop or tablet, plus Internet access.

Smart Phones will not support course content.

Learners must complete a Maths/English test before being enrolled onto the course.

Starting 24th May Please email Pete, with customers **Name, Telephone & Email**
pete.freakes@b2wcompletetraining.com or call on **07970 756 221**