

Office Skills Traineeship

Combine training and work experience to give you the knowledge and skills employers need



Why choose this route?

Traineeships are designed to equip you with the Knowledge and experience to move into an apprenticeship or job. The work experience element will be a 6 week placement (30 hours per week max), with the employability and vocational training varying in length depending on the qualification. Functional skills is built into the programme from the beginning and designed to fit in with the other elements of the course.

Eligibility & Funding

This traineeship is aimed at those aged 16 to 24. If you are between 16 and 19 you must not already have a Level 3 qualification. If you are aged 19 to 24 you must not already have another Level 2 qualification. This is a fully Government funded programme for those eligible. Contact Group Horizon for current eligibility.

Referral Process

Contact Group Horizon on **0800 002 9805** or **0191 497 7722** | Email us at referral@grouphorizon.co.uk
Check out our website www.grouphorizon.co.uk | Follow us on Facebook and Twitter [@grouphorizon](https://twitter.com/grouphorizon)



Duration

This traineeship will last between 10 and 15 weeks.

What will I learn?

The traineeship consists of:

Vocational element, Employability element, Work experience and Functional skills to improve literacy and maths if applicable.

Units consist of:

Creating business documents, Maintaining customer relations in a business environment, Collecting and storing information, Making and receiving calls, Managing diary systems, Receiving visitors in a business environment, CV writing, Interview tips, Succeeding at work and Planning for life and work.

Qualification

Vocational Qualification and Level 1 Employability Skills.

Jobs you could move into:

On completion of the traineeship you will receive competent skills in this sector with appropriate qualifications including Employability Skills and have experience in an office environment to equip you to move into an apprenticeship or into a job.

How will Group Horizon support me during my training?

You will receive regular contact and visits from staff who will be there to support you throughout the length of the programme.



For further information please contact Group Horizon

Email: referral@grouphorizon.co.uk

Telephone: 0800 002 9805 or 0191 497 7722

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