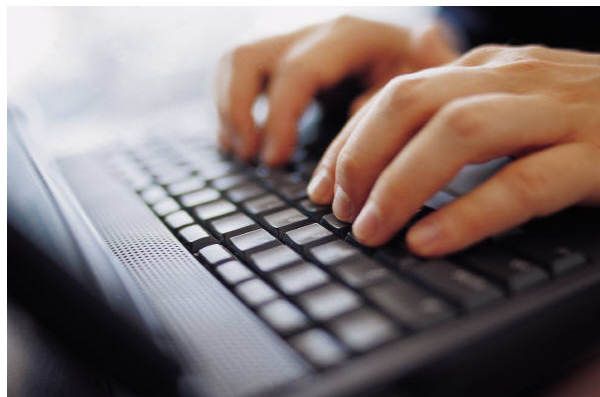




Providing training and business solutions in the heart of Burnley!

TRAINING OPPORTUNITIES FOR 2010/11



CERTIFICATES IN ADULT NUMERACY & LITERACY

Training in everyday Maths & English with on-line **learnirect** courses and support from a tutor helps towards achieving nationally recognised qualifications. (funding available - subject to eligibility)

- **Entry Level Certificate in Adult Numeracy**
- **Certificate in Adult Numeracy Levels 1&2**
- **Certificate in Adult Literacy Levels 1&2**

ESOL COURSES

At all entry levels – ideal for improving your spoken English and also if you need to apply for Indefinite Leave to Remain or Citizenship. (Fees apply – reductions available for some benefits)

NVQ TRAINING

National Vocational Qualifications (NVQs) are work related, competence based qualifications that enable employees and volunteers to build and develop their skills to meet the needs of an organisation. Delivered through **learnirect** combining on-line learning and work-based assessment, these qualifications offer a flexible approach to training. (funding available - subject to eligibility)

- **Level 2 NVQ Certificate in Customer Service (QCF)**
- **Level 2 NVQ Certificate in Business & Administration (QCF)**

NEW TO COMPUTERS?

Support with **My Guide™** – a website designed to help people take their first steps with computers and the internet! – **FREE!**

IT QUALIFICATIONS

Delivered through **learnirect** combining on-line learning and tutor support, these qualifications offer a flexible approach to training. Qualifications in the new standards for MS version 2003 or 2007. (funding available - subject to eligibility)

- **Level 2 Certificate in IT User Skills – QCF ITQ - (ECDL Extra)**
- **Level 2 Certificate in IT User Skills – QCF ITQ - (Flexiqua)**

BUSINESS eCOURSES

Our short eCourses are a cost effective, totally flexible solution for learning new skills, training and development. All the areas that are vital working in a business environment are covered, including:

Sales & Marketing, Customer Service, Health & Safety, Financial Management and Computers & Software.



Call 01282 714133 or 427007 for more information!

email: info@burnleytelematics.com. Also visit our website: www.burnleytelematics.com.

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