



30 September 2021

Dear Parent/Carer

I have recently been in contact with Shipley College, who are offering our parents/carers the opportunity to take part in a **FREE** 3-day course based at Appleton Academy.

**About the Course**

This course is suitable for anyone over the age of 16. You will learn about the transferrable skills that every employer is looking for, regardless of the job role, and it will help you build confidence and communicate effectively at your next interview. If you successfully complete the award, you can progress on to the Certificate or Customer Services Programme.

For the award, you will study a mandatory unit: Understanding Mindset, as well as other units, covering: Time Management, Problem Solving, Following Instructions, Teamwork, Interview Skills, Health & Safety and CV Writing. For the Certificate, you will also cover Working with Colleagues and Job Applications.

The entry requirements for the course are:

- Minimum Level 3 in Maths and English, or you will have to complete an initial assessment to determine your skill level.
- Have a positive attitude and willingness to learn and improve your current skills.

At this stage, I am asking those who are interested in taking part in this course to contact me via telephone or email. I can then liaise with Shipley College about arranging a date once we know we have a sufficient level of interest to successfully arrange the course for parents/carers.

Yours faithfully

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Parental Involvement Officer

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