



Hele Hub

Community Interest Company

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228A Union Street, Torre, Torquay, TQ2 5QS



www.helehub.org

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BASIC COMPUTER COURSE

Personally follow the UK Online package and learn to set up an email account, send emails and search the Internet. This course is for 10 hours over 4 weeks and is supervised by a fully qualified tutor. Courses are ongoing. This course leads to the Next Step computer course.

COURSE DATES: **MULTIPLE START DATES AVAILABLE - PLEASE CALL TO ENQUIRE.**

COURSE COST: **FREE**

INFORMATION TECHNOLOGY QUALIFICATION (ITQ) LEVEL 1

This qualification is suitable for candidates who are using IT within their job. Units can be taken at a variety of levels which gives flexibility to enable the qualification to match job roles. This course helps you gain a Nationally recognised qualification and will cover many subjects including: Emailing, Word Processing and Spreadsheets. There is no exam but a portfolio is assessed at the end of the course.

THIS IS A 12 WEEK COURSE

COURSE TIMES:

COURSE START DATES:

COURSE COST: **£285.00 If in employment £85.00 If on JSA or ESA**

INFORMATION TECHNOLOGY QUALIFICATION (ITQ) LEVEL 2

ITQ level 2 is your chance to learn more advanced skills in computing, whilst gaining a valuable qualification. This course will allow learners to apply knowledge, understanding and skills to a level recognised nationally by employers, helping to improve job prospects. Learners should already hold ITQ Level 1 or equivalent (Clait or ECDL). There will be an Initial assessment held on the first lesson to ensure all learners have the necessary skills. There is no examination but a portfolio produced by each learner is assessed at the end of the course.

THIS IS A 12 WEEK COURSE

COURSE TIMES:

COURSE START DATES:

COURSE COST: **£285.00 If in employment £85.00 If on JSA or ESA or your first Level 2**

 **LEVEL 3 ITQ IS AVAILABLE UPON REQUEST**

FEEES FOR ALL SHORT COURSES ARE PAYABLE WHEN BOOKING

For long courses weekly payments are acceptable - with a deposit of £50.00 - all courses **MUST** be paid for in full within the first 2 months of the course commencing. Certification will be withheld until all costs are paid in full.

Certificates will require a signature upon collection and therefore will **not** be posted to learners.

Please note all qualification courses are for persons aged 19 and over.

Refunds are only given if we are notified in writing 2 weeks before the start of the course subject to a £10 admin fee deduction. Once a course has started, refunds, if acceptable, will only be given as a credit against future course fees.

Teas and Coffees are charged at £1.00 per session.

All Crèches are charged at **£3.00** per session. Crèches are run by CRB approved people, all training or trained at Level 2 or Level 3 in Child Care, Learning and Development (CCLD). **The Crèche is available for day time courses only.**

BOOKING IS ESSENTIAL - Please bring all appropriate feeding and changing equipment.

Hele Hub CIC operates during term time only.

PROOF OF JOB SEEKERS ALLOWANCE (JSA) OR EMPLOYMENT SUPPORT ALLOWANCE (ESA) MUST BE PROVIDED UPON BOOKING AND MUST CONFIRM RECEIPT OF BENEFIT WITHIN ONE MONTH OF THE ENROLMENT DATE.

REDUCED RATES WILL ONLY APPLY WITH PROOF OF JSA OR ESA.

PLEASE NOTE THAT THE COST OF ALL COURSES ARE SUBJECT TO FUNDING CHANGES AT SHORT NOTICE.

ALL TIMES AND DATES ARE CORRECT AT THE TIME OF PUBLISHING HOWEVER THESE MAY CHANGE AT OUR DISCRETION. DUE TO FUNDING PURPOSES ALL COURSES ARE DEPENDANT ON A MINIMUM OF 10 LEARNERS PER CLASS.

