



WESTON
COLLEGE



Need help with IT skills?

Are you looking for help with your IT Skills, getting online, creating an email account, job searching, CVs and cover letter?

Speak to us or your Work Coach if you need help with any of the following:

- IT skills – from basic help, to getting a qualification to show your abilities
- Using Office 365 and going online safely
- Gaining an IT qualification
- Using, or setting up your Universal Credit Account and Journal
- Create or update your CV and have the ability to update it online
- Build your confidence in searching and applying for jobs
- Preparing for Interviews
- Being Job Ready

We run our courses regularly throughout the year in Trowbridge. To book your place please speak to a work coach in the Jobcentre.

Find out more
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01934 411 147