

What's covered?

Also included in this course will be training on problem solving at work, working in a team, tackling number problems, positive mindset, motivation as well as business and customer awareness.

How will my work be assessed?

Hand-written workbooks and multiple choice tests.

What can I do after this?

Jobs that can be applied for on completion of this course include; Administrator, Date Entry Clerk, Receptionist in a variety of different industries including the private and public sector, schools, colleges, health clubs, surgeries etc.

Entry requirements

Applicants for this course must complete and pass a basic English and Maths assessment with South Essex College to ensure awarding body entry criteria is met.

Proof of identification is required for this course (please see below for ID requirements).

CANDIDATE IDENTIFICATION REQUIREMENTS

Candidates must provide identification to their tutor as listed below:

- A valid passport (any nationality)
- A signed UK photocard driving licence
- A valid warrant card issued by HM forces or the police
- Another photographic ID card, e.g. employee ID card, student ID card, travel card etc.
- Credit or debit card with current signature

Applying

If you'd like to apply for this course, please complete our online application form. Alternatively you can fill out a paper application form (you can pick these up from reception and are also in the back of our prospectuses) and mail it to our freepost address:

South Essex College
Freepost SMU110
Luker Road
Southend on Sea
Essex

Course options

Venue	Starts	Attendance	Duration	Provision	Cost	Cost Details
Basildon off-site venue			3 weeks	Adults		This course is FREE if in receipt of certain unemployment

benefits (please call on 0345 52 12345 to check your eligibility).

Princess Caroline House, Southend

3 weeks

Adults

This course is FREE if in receipt of certain unemployment benefits (please call on 0345 52 12345 to check your eligibility).
