



## AGED 16-24 AND LOOKING FOR YOUR FIRST JOB?

Improve your employability skills, attitudes and mind set with a Traineeship programme designed to get you to where you want to be.

- ▶ Free 10-12 week programme
- ▶ Functional Skills
- ▶ Level 1 Business Admin
- ▶ Level 1 Customer Service
- ▶ 180 Hours Work Experience
- ▶ City & Guilds Certified

## DELIVERING IN VARIOUS LOCATIONS

**TRAINEESHIPS**

Visit our website for more information

[WWW.CAMRE.AC.UK/TRAINEESHIPS](http://WWW.CAMRE.AC.UK/TRAINEESHIPS)

City & Guilds

 **CAMBRIDGE**  
REGIONAL COLLEGE

## HOW DOES IT WORK?

- ▶ 5 weeks training at your chosen location  
In these 5 weeks you will improve your employment skills, gain functional skills in English and maths as well as work on your personal development and achieve your Level 1 Customer Service and Business Administration, City & Guilds Qualification
- ▶ 6 weeks work experience with an employer  
You will spend 6 weeks with an employer on a work experience placement gaining work-based skills and professional experience. This work experience will be in an industry of your choice and could lead onto employment, an apprenticeship or further education

## WHAT QUALIFICATIONS WILL I GAIN?

Our training programme is accredited by City & Guilds, upon completion of the programme you will have gained:

- ▶ Level 1 Business Administration
- ▶ Level 1 Customer Service

## WANT MORE INFORMATION?

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Visit our website to find out more [www.camre.ac.uk/traineeships](http://www.camre.ac.uk/traineeships)

Give one of our team a call on **07989 227 515** or **01480 379 197**

Email us at [trainingtalent@camre.ac.uk](mailto:trainingtalent@camre.ac.uk)

## WHAT WILL I LEARN?

- ▶ CV, covering letter and interview techniques
- ▶ Maths & English
- ▶ How to develop business ideas
- ▶ Presentation skills
- ▶ Communication skills
- ▶ Dealing with customer service within common scenarios
- ▶ Professional management of customer relations- including, refunds, exchanges and complaints
- ▶ Developing personal growth

We run our successful Traineeship programme across the region. You can also find this course in:

- ▶ Cambridge
- ▶ Huntingdon
- ▶ Bedford
- ▶ Haverhill
- ▶ Milton Keynes
- ▶ Luton
- ▶ Peterborough
- ▶ And more..