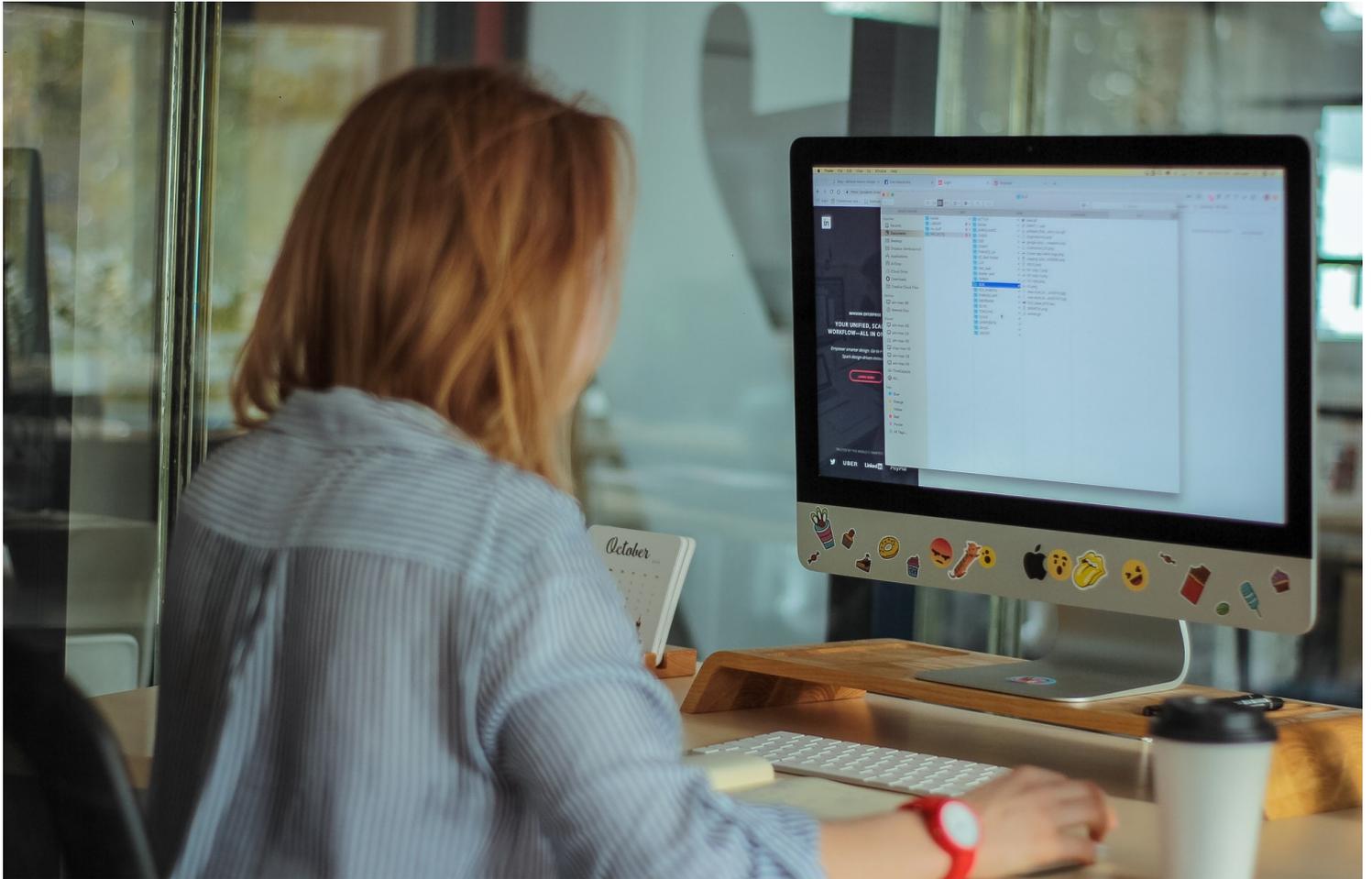


Getting into Education Administration



A chance to learn more about working in an education office in a school, college or university: learn Microsoft Office, customer service and commonly used business administration skills

Every Friday for 6 weeks

Starting February 28th at Wokingham Library

1pm—2.45pm

Cost: £50, free places are available for people on job seeking benefits.

For more information or to book a place call:

0118 974 3797 or e-mail: **adulteducation@wokingham.gov.uk** or

apply online via: <https://tinyurl.com/wbc-ad-apply>



Important information about this course

Entry requirements for the course

To access this course you will need to be over 19 or older as of 31st August 2019, be a citizen of the EEA and have been resident in the EEA at least 3 years (NB a number of exemptions also apply, if you are not an EEA citizen please contact us to check your eligibility).

You should be able to read and write in English to take full advantage of this course

If you have additional learning needs

Please identify your needs on the application form ahead of the course so we can work with you to prepare any support you may need. You can also discuss any needs with your tutor on the first session.

How to apply

Places must be booked in advance. Please contact the Adult Education team for an application form via 0118 974 3797 or adulteducation@wokingham.gov.uk

What can I expect to get out of the course

You will have learnt about the common tools used in education administration jobs, particularly:

- Microsoft Office: Excel, Word, PowerPoint and Publisher
- Customer Service skills

You will use these skills during the course to complete tasks relevant to working in education administration

What can I do after the course has finished?

- Enrol on an Excel for Work or another IT course
- Enrol on an English, Maths or Employability Skills course
- Enrol on a Bookkeeping or other Business Administration course
- Apply for office jobs

Concessions and free places

Free subsidised places are available to those claiming income or job seeking support. Please talk to us if you would like to see if you are eligible.

How to Pay

Please call Wokingham Borough Council's Adult Education team (Mon-Fri 10am-4pm) on 0118 974 3797 to pay by debit card over the phone.