



Technical Certificate Workshops Commence 9.30am – 3.30pm

GATESHEAD	MIDDLESBROUGH	NEWTON AYCLIFFE
	Mon 13.2.12. - Fri 17.2.12. ICT Systems & Principles	
Mon 16.4.12. - Fri 20.4.12. Business & Administration	Mon 16.4.12. - Fri 20.4.12. Business & Administration	Mon 16.4.12. - Fri 20.4.12. Business & Administration
Mon 30.4.12. - Fri 4.5.12. ICT Systems & Principles		
	Mon 21.5.12. - Fri 25.5.12. ICT Systems & Principles	Mon 14.5.12. - Fri 18.5.12. ICT Systems & Principles
Mon 17.9.12. - Fri 21.9.12. Business & Administration	Mon 17.9.12. – Fri 21.9.12. Business & Administration	Mon 17.9.12. – Fri 21.9.12. Business & Administration
Mon 8.10.12. - Fri 12.10.12. ICT Systems & Principles	Mon 22.10.12. – Fri 26.10.12. ICT Systems & Principles	Mon 15.10.12. – Fri 19.10.12. ICT Systems & Principles
Lunch and refreshments provided.		
ITEC North East Skills Academy Eighth Avenue Team Valley GATESHEAD NE11 0JL Tel: 0191 4904673 Contact – Suzanne Evans	ITEC North East Commerce House 1 Exchange Square MIDDLESBROUGH TS1 1DW Tel: 01325 328443 Contact – Laura Bell	ITEC North East The Digital Factory Durham Way South Aycliffe Business Park NEWTON AYCLIFFE#DL5 6XP Tel: 01325 328443 Contact – Laura Bell

Instructor lead, small groups work together gaining knowledge and skills to demonstrate their understanding of an employee's role, essential in a wide range of businesses and organisations where admin and IT skills are invaluable. "I found the course informative and helpful and it'll save us time when we start our Apprenticeships as we won't have to complete this element again."

ITEC staff are delighted with successful outcomes for some of those attending previous Technical Certificate workshops with a number of interviews and a couple of firm offers from employers.