

FREE TRAINING*

at Harrow College and Uxbridge College



Apprenticeships & Employer Services
from Harrow College & Uxbridge College

Training course	Dates	Delivery Location	Times
Preparing to Work in Adult Social Care Level 2	24 Sep – 17 Dec	Classroom Hayes Campus	Thursdays 9.30am – 3.00pm
Introduction to Customer Service – Entry 3	25 Sep – 7 Oct	Classroom/Online Hayes Campus	9.30am – 3.00pm
Personal Development for Employability Level 1	28 Sep - 9 Oct	Classroom Hayes Campus	9.30am – 3.00pm
AAT Level 2 Foundation Certificate in Bookkeeping	6 Oct – 19 Jan	Classroom/remote Harrow Campus	6.00pm – 9.00pm
AAT Level 2 Foundation Certificate in Bookkeeping	7 Oct – 20 Jan	Classroom/remote Uxbridge Campus	6.00pm – 9.00pm
Personal Development for Employability Level 1	12 - 22 Oct	Classroom/remote Harrow Campus	9.30am – 3.00pm
Introduction to Customer Service – Entry 3	12 – 23 Oct	Classroom/Online Harrow Campus	9.30am – 3.00pm
Improve your Digital Skills – Level 1	13 Oct – 12 Nov	Classroom Hayes Campus	9.30am – 3.00pm
Business and Administration – Level 1	2 – 13 Nov	Classroom/Online Hayes Campus	9.30am – 3.00pm
Business and Administration – Level 1	16 – 26 Nov	Classroom/Online Harrow Campus	9.30am – 3.00pm
Personal Development for Employability Level 1	16 – 26 Nov	Classroom Hayes Campus	9.30am – 3.00pm
Introduction to Digital Skills – Basic ICT Entry 3	17 Nov – 10 Dec	Classroom Hayes Campus	9.30am – 3.00pm
Introduction to Digital Skills – Basic ICT Entry 3	27 Nov – 17 Dec	Classroom Harrow Campus	9.30am – 3.00pm
Personal Development for Employability Level 1	2 – 16 Dec	Classroom Harrow Campus	9.30am – 3.00pm
Food Safety in Catering – Level 2**	Subject to demand	Classroom	9.30am – 4.30pm
Level 2 Certificate in Principals of Business Administration	Start any time	Online	Self-study at home
Level 2 Certificate in Principles of Team Leading	Start any time	Online	Self-study at home
Level 2 Certificate in IT User Skills	Start any time	Online	Self-study at home
Level 2 Certificate in Principals for Digital Skills in Employment	Start any time	Online	Self-study at home
Level 2 Certificate in Principles of Customer Service	Start any time	Online	Self-study at home

Disclaimer: Course dates may be subject to change.

To book contact: Xcite@harrow.gov.uk