

poultec

the training specialists

Information
Technology
Training

Information
Technology



Tel: 01362 850983 www.poultec.co.uk Email: enquiries@poultec.co.uk



Apprenticeships

Apprenticeships in Information Technology

*in Information
Technology*

Poultec has a track record of successfully delivering Apprenticeships for more than 10 years. Not only can we deliver the training required but we can also assist the employer in the recruitment of the Apprentice. Poultec offers both the Level 2 Intermediate Apprenticeship and the Level 3 Advanced Apprenticeship which includes the following qualifications;

Level 2 Intermediate Apprenticeship,

- Level 2 Diploma in IT Skills
- Level 1 Functional Skills English, Skills Maths & IT

Level 3 Advanced Apprenticeship

- Level 3 Diploma in IT Skills
- Level 2 Functional Skills English, Skills Maths & IT



Diplomas

Diplomas In Information Technology

*in Information
Technology*

Poultec offers the Diploma in Information Technology at both Level 2 and 3. Units are selected to ensure that they fit around the learner's workplace and are selected in consultation with both the employer and the learner. The Diploma is delivered at the learner's place of work to minimise disruption and portfolio work is generated in an on-line format.

Units available include;

- Use of IT systems
- Word processing software
- Website software
- Specialist software

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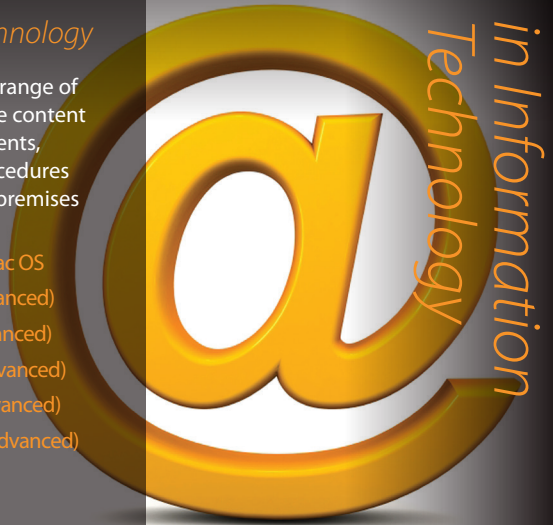
South Green Park, Mattishall, Dereham, Norfolk, NR20 3JY

Specific Short Courses

Specific Short Courses in Information Technology

Poultec provides comprehensive courses, covering a range of software packages, suitable for all levels of ability. The content can be bespoke to your own organisation's requirements, to ensure that the course is relevant to your own procedures and practices. These courses can be delivered at our premises or at any other suitable location;

- Introduction into Computing – Windows and Mac OS
- MS Word 2010 (Beginner, Intermediate and Advanced)
- MS Excel 2010 (Beginner, Intermediate and Advanced)
- MS Access 2010 (Beginner, Intermediate and Advanced)
- MS PowerPoint (Beginner, Intermediate and Advanced)
- MS Outlook 2010 (Beginner, Intermediate and Advanced)
- Introduction to Web Design
- Adobe Creative Studio



Training at Your Premises

Information Technology Training at Your Premises

Not all places of work have dedicated training facilities for staff training on site, which is why Poultec have invested in three learning vehicles which allow state-of-art learning facilities to be brought into your place of work.

Our IT Learning Vehicle is ideally suited for delivering IT based training in both the community and the workplace and contains high-specification laptop computers which provide workstations for ten students and one tutor. The on-board broadband connection provides high-speed internet access which, combined with its own generated power supply, means that IT training can be delivered in any location. As well as providing printing across its own self-contained network, the vehicle also has a large plasma screen for tutor demonstrations.

All our vehicles are available to hire, with or without support staff.



Other Services

Poultec offers a range of services for employers which are tailored to complement our core training delivery. These include;

Consultancy

Poultec's team of ITC specialists are able to offer advice, guidance and assistance in developing practical resources in areas such as;

- Policy Development / Procedure Manuals
- Preparation for Audits / Compliance
- Staff Development Programmes

Team Building

Poultec offers a suite of team leading courses designed to challenge the individual as well as the group as a whole. Facilities include

- High Ropes
- Segways
- Climbing Wall
- Archery
- Bocarts and more...

Mobile Learning Vehicles

Poultec has invested in three training vehicles, enabling our tutors to take state-of-the-art learning and support facilities to any location. Each vehicle is a tailor-made learning environment, which can also be used for a variety of other purposes.

- **The IT Vehicle** is ideally suited for delivering IT based training in both the community and the workplace and contains high specification laptop computers which provide workstations for ten students and one tutor.
- **The Hospitality Vehicle** is a fully-functioning commercial kitchen on wheels.
- **The Information Vehicle** has been developed as a resource for providing information advice and guidance but can also double as a classroom or mobile office / meeting room.



Training is available in... | Business & Administration | Butchery | Customer Service
| Contact Centre | Engineering | Equine | Fitness | Food & Drink | Hair & Beauty
| Hospitality & Catering | Information Technology | Manufacturing | Retail
| Speedway | Leadership & Management | Poultry Production | Warehousing

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