

Civil Service Jobs Application Support course and Customer Service bundle

WITH JOBSKILLS AT BMET

JobSkills at BMet are offering an exciting **ONLINE** course in conjunction with Sparkhill JCP, designed to guide applicants through the Civil Service online application process, with relevance to all forthcoming Civil Service vacancies.

Course start date: Wednesday 10th November

Deadline for applicants: Monday 8th November at 5pm

8 day online course will include;

- **L1 Diploma in Customer Service**
- **Sector Gateway Employability programme**, created specifically to guide applicants through the Civil Service application process
- Support with interviews and aptitude tests
- Equality and diversity in the workplace, and working with vulnerable adults
- Success profiles for applicants, including behaviours and competencies

Access to Microsoft Office can be provided!



Candidates must;

- Be unemployed and in receipt of a benefit such as JSA or UC
- Be 19+ as of 31st August 2021 and have lived in the UK for the past three years
- Have suitable IT capabilities, such as an internet connection and computer/laptop
- Provide appropriate photographic ID such as passport or driving license

For more information:

Call [07526178782](tel:07526178782) OR email luke.millard@bmet.ac.uk