



Dear Client,

8-Week Intensive Electrical Course - C&G 2330 Level 2

Thank you for your enquiry regarding Electrical courses. The next intensive-block electrical installation course, leading to the City & Guilds Certificate in Electrotechnical Technology, Level 2 (C&G 2330, Part 1), is scheduled to start on **Monday 16 August 2010** and will run for approximately eight weeks.

Please find enclosed the course information relevant to your enquiry. If you would prefer to receive this information in an alternative format, please contact us and we will do our best to accommodate your requirements.

- **Guide to Electrical courses**, explaining entry routes to the electrical installation industry and where C&G 2330 fits in.
- **Certificate in Electrotechnical Technology (C&G 2330)**, explaining the content and format of the Certificate. The intensive course covers Part 1 of the Certificate only. The reverse of this information sheet explains the requirements and format of the Level 3 NVQ, which you may wish to undertake alongside Part 2 of the Certificate, once you have achieved your Part 1 Certificate.
- **Provisional Course Schedule** for the block course outlining the structure of the training.
- **Application form**

Training

The training will be delivered at our purpose-developed centre in Aldershot, Monday to Friday, 8am to 4pm over approximately eight weeks. Theory manuals and training aids will be provided prior to the start of the course and are included in the course fee. Time constraints imposed by the intensive nature course mean that home-study will be required – candidates will be expected to read and familiarise themselves with the content of the training materials in preparation for revision sessions programmed into the course. The first theory assessment, “Working Effectively and Safely in an Electrotechnical Environment”, will take place in the Week 1 of the course.

Materials

Course texts will be given to candidates on receipt of the initial course fee, in order that they can begin to familiarise themselves with the syllabus content for the Certificate.

Course fees

The total course fees are £2500 + vat. A non-refundable deposit of £500 + vat is payable on application to reserve your place. Course training fees should be paid in full prior to the start of the course. If you require more information regarding payment options, please call our team on 01252 400370.

Professional and Career Development Loans may be available for this course, subject to eligibility. These fixed rate personal loans are arranged by you with one of the scheme banks, and can cover up to 80% of the course fees with deferred payments until the end of the course. For more information visit the Career Development Loan website via www.direct.gov.uk/PCDL or to speak to an Advisor freephone on 0800 585 505 (8am to 10pm, 7 days a week).

Applying

An application form is enclosed. Candidates do not need formal experience, but practical aptitude and transferable skills are an advantage. A basic standard of literacy and numeracy are required to complete the assessments. As this is an intensive course, candidates should be prepared for fast-paced learning. We conduct informal interviews with all candidates prior to the start of the course, in order to show you the facilities, distribute training texts and answer any initial questions you have.

To register your interest for this course, please complete our application form and return it to:

West London Training Ltd, 219 Ash Road, Aldershot, GU12 4DD.

We hold ***Information Mornings and/or Evenings*** prior to the course start date, when our trainers are on hand to show you the facilities, discuss your training options, and answer any questions you may have. Please contact us for details of our next information event. Should you have any further questions or require additional course information, or wish to arrange a visit to the centre at another time, please do not hesitate to contact us on 01252 400370 or by emailing info@wlt-group.com.

We look forward to hearing from you.

Kind regards,



Paul Gevaux
General Manager
West London Training Ltd

WLT Ltd operates an equal opportunities policy