



Funded by  
UK Government

# FREE SECTOR-BASED EMPLOYABILITY PROGRAMME

## WORKING IN THE PUBLIC SECTOR & BUSINESS ADMINISTRATION



Hampshire  
County Council



# Course Information

If you are a Hampshire resident age 19+ then Hampshire Achieves can offer you a three-week, online employability programme, completely **free of charge**. This programme will provide you with the knowledge and skills to apply for one of the thousands of jobs available in the public sector, business administration and customer service industry. You will find out about the skills, values and attitudes required to work in these roles, build your confidence for interviews, and learn how to target your CV and cover letter to this sector.

## Commitment

- ✓ You will attend minimum of seven x four-hour tutor-led, online group sessions
- ✓ You will also meet with your tutor online on a one-to-one basis
- ✓ You will be given activities and tasks to carry out at home, in your own time
- ✓ You will have access to a personal tutor with sector-based experience for information, support and guidance to plan your next steps towards employment

## Eligibility & Contact Details

There are no formal entry requirements, although a keen interest in working with people and willingness to learn is essential. You will need a suitable device with a camera and microphone to access this online learning (a mobile phone would not be suitable) and have a suitable level of English speaking, listening, reading and writing skills.

This course is **FREE OF CHARGE** and funded by the UK Government for adults living in Hampshire aged 19+. If you are unsure if you are eligible for this course, please contact our team at [adult.learning@hants.gov.uk](mailto:adult.learning@hants.gov.uk), or see our website at: [Hampshire Adult Tailored Learning | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk/hants-adult-tailored-learning).

## How to Apply



It's simple! Just complete our online application form using this link [Hampshire Achieves Adult Tailored Learning Application Form](#), or contact our team at [adult.learning@hants.gov.uk](mailto:adult.learning@hants.gov.uk) if you would like more details about this **FREE** course.