

Our Ref: MCK/KLS

26 January 2018

Dear Parents/Carers,

Re: Additional IT Qualification

We have secured an opportunity for a number of our students to obtain an additional IT qualification this summer. This is a Level 2 qualification in ICT User Application Skills, which will also give students a Microsoft-endorsed certification in Word, PowerPoint and Excel, which will aid them on their chosen path post-16. This qualification will be in addition to the GCSE and BTEC courses students are already studying, and will be delivered by a well-regarded and established educational provider, a company named PET-XI.

Your child has met the eligibility criteria to be considered for this course and will now need to complete a skills audit. The skills audit will determine the final selection of students for this course and will take place during the school day on Friday 2nd February. Once the results of this audit are available we will provide students and parents with more details of how and when the course will be delivered.

We are sure you will agree that this is an exciting opportunity. Please see the attached letter from PET-XI for more information.

If you have any queries or would like to discuss this further please do not hesitate to contact us.

Yours faithfully,

Melanie Cook

Deputy Headteacher

Klaas Luchies

Assistant Headteacher