



JW/el

January 2018

Dear Parent/Carer

## PET-Xi Training: Microsoft Office Specialist (MOS) Programme

PET-Xi Training Ltd have been invited by Hylands School to deliver an innovative, intensive Microsoft Office Specialist (MOS) Revision programme from 5<sup>th</sup> – 9<sup>th</sup> February 2018.

The programme is designed to help students achieve a Level 2 qualification (equivalent to a GCSE qualification) in ICT User Application Skills, alongside an internationally recognised and Microsoft-endorsed certification in Word, PowerPoint and Excel, which will aid them on their chosen path post-16.

The programme will be delivered by an experienced subject expert working in partnership with the company's motivational trainers. There will also be peer mentors on hand to help and support the students through the programme, which will be very intensive.

The students will be selected following a comprehensive skills audit on Friday 12<sup>th</sup> January that will explore their current capabilities using Microsoft Office applications.

Hylands will then offer the qualification to students that meet the criteria from the skills audit and are most in need of an additional GCSE option subject to support their progress and attainment eight scores.

The GCSE delivery will be fast paced, focussed and highly structured, and the subject expert will ensure that the content is explained thoroughly and comprehensively, using relevant examples to aid understanding. The role of the peer mentors (Mascots) is to ensure that no student is left behind, providing individual support wherever necessary to ensure the group as a whole works at the same pace.

If you have any questions or need further information about PET-Xi and its Revision and GCSE programmes please visit their website [www.pet-xi.co.uk](http://www.pet-xi.co.uk).

Yours faithfully

Mr J Williams

Key Stage Four Coordinator

Chelmsford Road, Chelmsford Essex, CM1 3ET

Tel: 01245 266 766 Fax: 01245 252 570

Email: [hylandsoffice@hylands-tkat.org](mailto:hylandsoffice@hylands-tkat.org)

Website: [www.hylands-tkat.org](http://www.hylands-tkat.org)

*The Kennal Academies Trust is a charitable company limited by guarantee registered in England and Wales under company number 7348231. Its registered address is The Atkins Centre, Kennal Technology College, Sevenoaks Way, Sidcup, Kent DA14 5AA. Hylands School is a business name used by The Kennal Academies Trust.*

