



Dear Parent/Carer

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

As you will be aware your child took part in a comprehensive skills audit on Friday 12th January that explored their current capabilities using Microsoft Office applications. I am delighted to tell you that your child achieved a pass on this demanding audit and has been selected to complete the full course next week.

PET-Xi Training Ltd will deliver this innovative, intensive Microsoft Office Specialist (MOS) programme from 5th – 9th February 2018. Your child will therefore need to spend the full week working with their subject experts in order to take advantage of this exciting opportunity. Support will be given to pupils to catch up on the work they miss in their other subjects where appropriate after half term.

The programme will 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 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.

Please join me in congratulating your child on being selected for this course and encourage them to participate fully in this demanding course. 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.

Yours faithfully

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