

Skills for Work

Basic education for working and living

Up skill your staff in 2009

100% FUNDED by FAS

[Skills for Work](#) is a national programme under the [FÁS One Step Up initiative](#) providing FETAC Accredited training opportunities for employees to improve their basic skills in any of the following areas:

- Communications
- Customer Care
- Computers
- Personal Effectiveness
- Interpersonal Skills
- Basic Maths/Numeracy
- Literacy

Training is aimed at people who left school without any formal qualifications and who would benefit from being up skilled to **FETAC Level 3 and Level 4**.

Training is 100% funded by FÁS and is provided by professional tutors. Learning sessions can be tailored to meet the individual needs of businesses and can be provided on company premises or off-site as is appropriate.

Courses are usually 45 hrs (3 hrs per week).

For further information contact:

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FÁS  **One Step Up**
IMPROVING WORKPLACE SKILLS

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