

# Traineeships

**HAFLS**  
Hertfordshire  
Adult & Family Learning Service



Are  
you

**Aged 19-24 years old?**

**Motivated to work?**

**Want to gain administration,  
skills and work experience?**

Apply  
now for  
courses

## A Traineeship with HAFLS

(part of Hertfordshire County Council)

**Our short course will give:**

- Qualifications & Skills to help you move forward to an Apprenticeship, fulltime course or a job!
- Work experience
- Employment preparation and interview skills
- English & Maths qualifications for those without GCSEs
- Level 1 Award in Skills for Business & Administration available
- More confidence with interpersonal and social skills
- Job search support and end-of-course action plan
- An employer's reference



For more information  
or to book your place now

☎ 01992 556194 or

@ hafls@hertfordshire.gov.uk

[www.hertfordshire.gov.uk/hafls](http://www.hertfordshire.gov.uk/hafls)



@hafls Hertfordshire County Council