



CENIT
COLLEGE



Build a Brighter Future

Cenit College UK is proud to contribute to the Greater London Authority (GLA) Strategy Plan, working towards a sustainable, thriving, inclusive, and healthy economy that benefits local employers and residents.

Our Skills Bootcamps training programmes at Cenit College UK are funded by the Governments Skills for Life Guarantee helping everyone gain essential skills for Life



Skills Bootcamp in Digital Workplace



This Skills Bootcamp is for anyone who wants to boost their confidence using digital tools in today's workplace. It's ideal for adults living in the Greater London area who are either starting or returning to work in roles such as administration, customer service or coordination, as well as those already in employment who want to upskill for promotion or a change in career. It also suits self-employed professionals who wish to manage their work more efficiently in hybrid or digital settings. The course has been co-designed with employers to ensure it fits real workplace needs across sectors such as business support, education, healthcare, and local government. Over 13 weeks, you'll develop the digital, analytical, and professional skills you need to thrive in hybrid workplaces.



Develop
essential digital
workplace skills including

Microsoft 365, data analysis, AI-assisted productivity and professional communication. Create high quality documents and presentations, build a strong CV, LinkedIn profile and portfolio, and gain the confidence to succeed in interviews and modern hybrid work environments.

But it's not just about training; it's about progression.

We offer:

GUARANTEED JOB INTERVIEWS

with positions ringfenced specifically for participants to transition into roles like Digital Office Administrator, Customer Service Coordinator, Data Support Assistant, or Project Administrator.

SUPPORT FOR EMPLOYED LEARNERS

to progress into higher roles within their current organisation, with employer co-funding.

PROGRESSION PATHWAYS

into further qualifications or apprenticeships.

SIX MONTHS OF POST-COMPLETION SUPPORT

including in-work guidance to ensure long-term success.

SKILLS FOR LIFE

Funded by



Department
for Education



This Bootcamp is designed for individuals looking to develop or enhance their Digital Workplace skills, gaining hands-on experience with the latest tools and methodologies used by businesses to manage workplace tasks effectively.

Eligibility

- Aged 19+
- Employed, unemployed, or self-employed
- Resident of Greater London Authority (GLA)
- Be a British Citizen or have been living in England for 3 years for purposes other than study

cenitcollege.co.uk | bootcamp@cenitcollege.co.uk | 0330 828 0953



With 13 weeks of training in total, delivered through one day a week of online tutor-led sessions and supported by four face-to-face sessions from our Central London training offices, you can fit the programme around your schedule. Our expert team will guide you every step of the way. Join the growing number of learners who have achieved positive outcomes and secured employment through Cenit College's Skills Bootcamps.

Apply today and step confidently into your project management future!

ENQUIRE TODAY

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FAQs

CAN I GET A CERTIFICATE FOR THIS COURSE?

This Bootcamp develops practical digital skills. On completion of the course, you will receive a Cenit college certificate of completion.

HOW MUCH TIME SHOULD I SPEND ON THE COURSE EACH WEEK?

This is a 13-week course with a weekly live session that you must attend. We strongly recommend you spend additional time reading the provided resources and completing the set weekly tasks. This includes replaying the video lectures, undertaking the learning activities, and reading any relevant resources. All elements of the course are open and available for 6 months after you have finished the course for you to go back and revisit.

WHAT IF I HAVE A PROBLEM WITH THE COURSE?

If you have any problems, the first place you should email is at bootcamp@cenitcollege.co.uk and we will arrange a one-to-one appointment with you to discuss your concerns.