

Pre-Course Assessment, Information, Advice and Guidance

Our aim is to ensure that you get the right course(s) taking into account your background, skills and ambitions/career choice.

To do this we can't rely on a cv or enrolment form as these doesn't tell us enough about you as a person, your learning style or personality.

So... at the point you make an enquiry we will contact you by email and by phone to discuss you, your ambitions and background. This will normally take around 10—15 minutes of your time and is time well spent to ensure that the course you choose is right for you and stimulating.

If after this we (both you and 3cats) are still not sure, perhaps at which level to start, then we will send you some different tasks at the different levels so that you can see the work content and make a more informed choice.

This all may sound a bit over the top but we want two key things for your relationship with 3cats

1. You to enjoy your learning and feel achievement.
2. You to succeed in gaining the qualification(s) to further your career.

How we teach

We don't teach we tutor and mentor each student.

Why because every student is an individual, different in personality, learning style, skills and knowledge.

So each person must and is treated individually whether that be in our classroom or as a distance learner.

So you the student will work at your own pace and capacity for learning.

It is also true that everyone has different personal lives allowing some to commit more time to their courses than others. We want to ensure that we don't hold anyone back or press you to go faster than you can confidently achieve.

Our support for you

We have three clear objectives to achieve with you during and after your course with us.

Firstly, the priority is to ensure that you achieve your qualification.

Secondly, we want you to receive all the help and guidance you need during your course to maximise your prospects of success with current or future employment. We will provide that help and guidance or arrange for you to meet someone who can provide what you need.

So ... we are always open to questions related to your work or job opportunities, we can help or guide you on CV writing and interview techniques, we can discuss how best to go about interviews for specific jobs or help you with starting up as a self-employed bookkeeper.

Finally, our help does not stop when the course is finished. When you have secured that job or start as self-employed we are still there to mentor you through any problems or queries you may have until you have the confidence you need to fulfil your role.