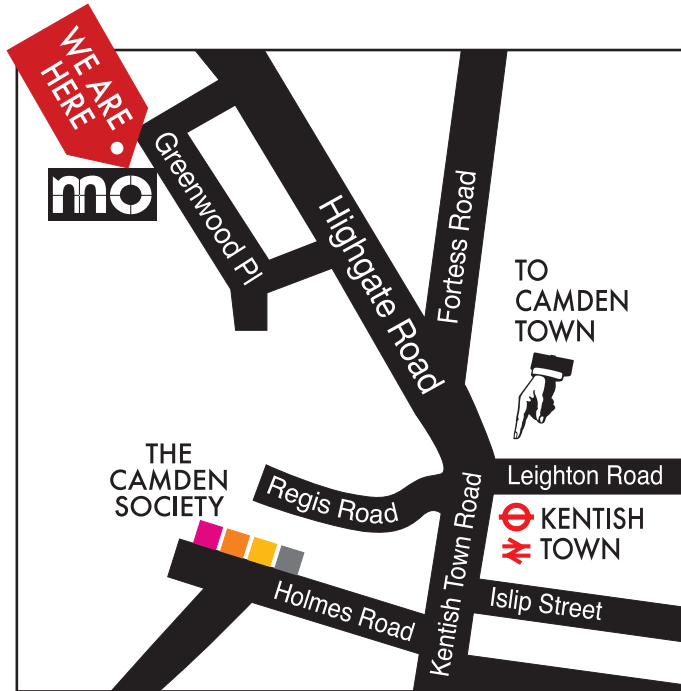


ABOUT US

Mail Out is managed by the Camden Society, a London-wide organisation. We support people with disabilities to improve the quality of their lives in the four key areas of supported living, training, employment and leisure.

To find out more about how the Camden Society can support you, please visit www.thecamdensociety.co.uk



51 Greenwood Place, London NW5 1LB
Tel: 020 7267 9955 ■ Email: mailout@thecamdensociety.co.uk



OPENING TIMES :: MONDAY TO FRIDAY :: 9.30AM TO 3.30PM

TRAINING AND JOBS IN MAILING & DISTRIBUTION FOR PEOPLE WITH LEARNING DISABILITIES

MAIL OUT FULFILMENT & DISTRIBUTION SERVICES



MAIL FULFILMENT
WAREHOUSING
CUSTOMER SERVICE
OFFICE SKILLS & IT



TRAINING



Would you like to work in warehousing, administration, IT or customer service? Would you like to get the skills, experience and qualifications to get a job, earn money and make new friends?

At Mail Out you will become part of a business that offers a service to organisations who need to send large amounts of mail. Mail Out can give you all the training you need to start work. At Mail Out you will learn how to:

- ORGANISE A WAREHOUSE
- SERVE CUSTOMERS
- PACK PRODUCTS & LETTERS
- USE A COMPUTER
- USE EQUIPMENT SAFELY
- DO BASIC ADMINISTRATION

TRAINING

You will get a programme that is right for you and helps you to get the skills you need to start work. You will get practical experience, as much support as you need, and an opportunity to get qualifications in:

- WAREHOUSING, STORAGE AND DISTRIBUTION
- HEALTH AND SAFETY
- IT & ADMINISTRATION
- MANUAL HANDLING
- CUSTOMER SERVICE

You will also learn important skills for work. You'll learn how to work in a team, how to deal with customers and how to present yourself at work. All the way through your training, we will talk about and plan what you want to do next. At the end of your training programme you will get support from a Camden Society Employment Advisor to think about getting a job or moving onto further training.

HOW DO I START?

The first thing to do is to contact us and arrange a visit. You can do this by calling the Vocational Training Service Manager on **020 7485 8177**.



Together we will look at what you've done in the past and what you'd like to do in the future. You can also have a day at Mail Out to see if you like it. If you decide to start at Mail Out, we'll make a plan about your training together.