



excellence
in training

BUSINESS ADMINISTRATION TRAINEESHIP

DO YOU HAVE ASPIRATIONS TO START A CAREER WITHIN A PROFESSIONAL BUSINESS SETTING?

ARE YOU AGED 16 - 24?

ARE YOU CURRENTLY NOT IN EMPLOYMENT OR EDUCATION?

GET IN TOUCH TO DISCUSS LOCAL OPPORTUNITIES



12 WEEK PROGRAMME

6 WEEKS ONLINE LEARNING

- Intro to working in Business Admin
- Equality and Diversity
- Maths and English FS

6 WEEKS WORK PLACEMENT

- Quality local work placement
- Travel paid
- Chance to gain Employment or an Apprenticeship

**GET IN TOUCH WITH OUR
TEAM TO DISCUSS YOUR
NEXT STEPS**

CHRIS JOHNSON

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