

# GET YOUR FOOT IN THE DOOR WITH A TRAINEESHIP



## Business Administration Academy

Do you want to work in administration? Do you need a qualification to demonstrate administration knowledge and skills to help with your job search or just to enhance your CV?

Gain nationally recognised qualifications and valuable work experience in 6-12 weeks! No previous experience or knowledge is required for you to start.

### Course content includes:

- Principles of Business Administration
- Principles of Business Communication
- Principles of Personal Performance and Development
- Principles of Working in a Business Environment
- Health and Safety in a Business Environment
- Use a Telephone and Voicemail System
- Meet and Welcome Visitors in a Business Environment
- Work with Others in a Business Environment
- Manage Time and Workload
- Deal with Customer Queries, Requests and Problems

### When does the course start?

There will be a new cohort of learners each month, this course will consist of Remote Learning. Information days to be held weekly in centre either Manchester or Liverpool.

### Where is the course based?

Online sessions from home using MS Teams but information days to be held in our Liverpool and Manchester offices

### What qualification will I get?

Level 1 Certificate in Business Administration

### Eligibility

To be eligible for this opportunity, you need to be 16-24 years old, not in education or employment, have little or no work experience and do not hold a qualification higher than a full Level 3

### How long is the course?

This is a 6-12 week course, full-time from Monday-Friday 09:30-15:30 each day

# FAQ's

## Can I still claim my benefits with the job centre?

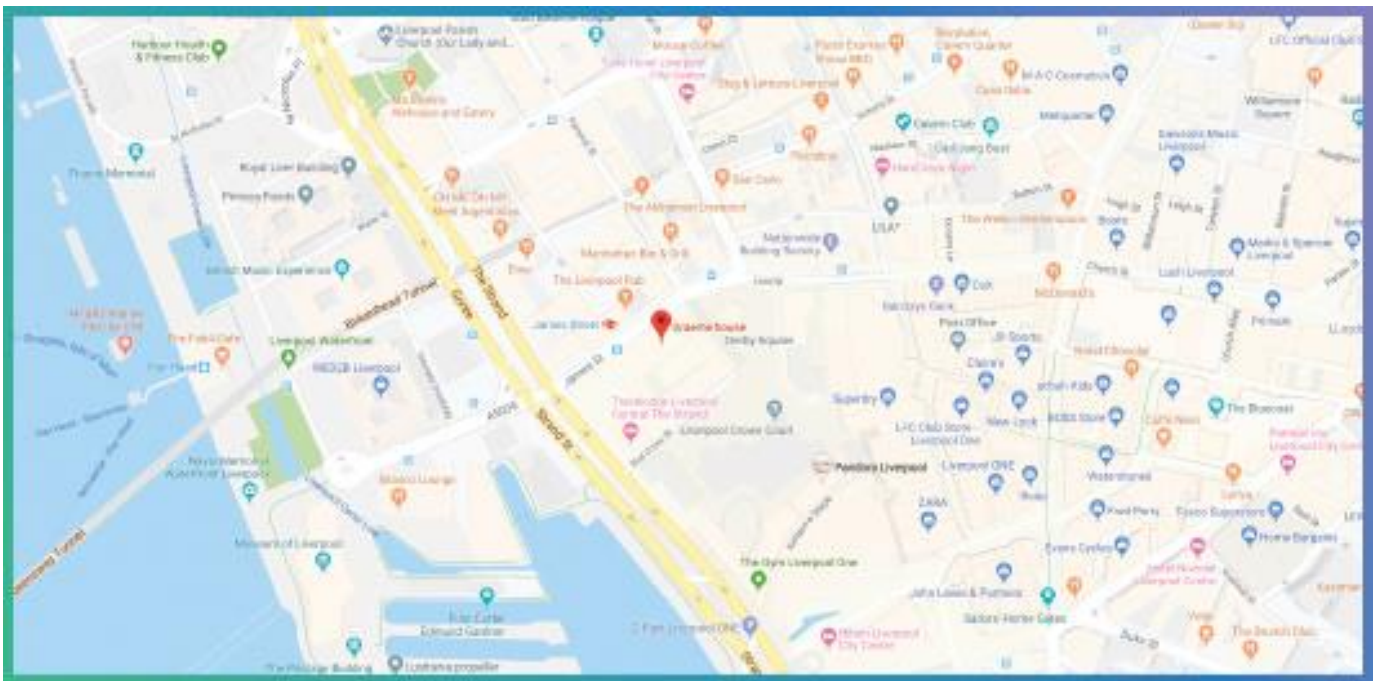
Yes, if relevant, benefits will not be affected, and regular communications and updates will be given to JCP.

## Do you cover travel costs?

Yes, during the programme, travel expenses will be reimbursed for centre or work placement days

## Do I have to pay to attend the programme?

There is no cost to the programme. It is fully funded.



 **Seetec, Graeme House, Derby Square, Liverpool, L2 7ZH**

**Want to know more about the programme or book a place?**

**Please call or email:**

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