

Designed for 16-19 year olds looking for an opportunity to develop their English and maths skills while doing a vocational course with practical work experience. This is a 26 week programme and you may also be eligible for support with a weekly bursary, childcare and travel costs.

We would expect you to be ready to start a full-time apprenticeship at the end of the programme and will offer interviews and help in finding you a placement.

STUDY PROGRAMME

BUSINESS & ADMINISTRATION LEVEL 2

“ I have really enjoyed the course. It is informative, filled with lots of challenging yet rewarding activities. It is a course I definitely want to stick with and I really enjoy it and I want this to be my chosen career. My tutor has made the lessons very informative. She is well organised and the slide shows that she has created are well explained and full of knowledge. She is extremely helpful and is very approachable and friendly. ”

T 0117 9105 756 **M** 07717 376008
E Recruitment@nextleveltraining.uk.com
W www.nextleveltraining.uk.com

NEXT LEVEL
Apprenticeships | Skills | Training

Next Level is the Business Development Group of **Reflections Training Academy**

STUDY PROGRAMME

COURSE DETAILS

UNITS

The course is comprised of the following units:

- **Manage your own performance in a business environment**
- **Improve your own performance in a business environment**
- **Work in a business environment**
- **Communicate in a business environment**
- **Use electronic message systems**
- **Make and receive telephone calls**
- **Provide reception services**
- **IT security for users**
- **Ensure your own actions reduce risks to health and safety**
- **Finance Management**



CV WRITING AND INTERVIEW SKILLS

Learn about CV structure and how to make yours stand out from the crowd.

Develop your interview skills with practice and guidance.

Your interviews will be the way you get that apprenticeship or job you have been looking for.



FUNCTIONAL SKILLS IN MATHS AND ENGLISH

Functional Skills is designed to help you use maths and English and apply these skills in real life work settings.

Spelling, punctuation and grammar...for instance writing emails and letters. Using times tables and working with and without a calculator... calculating profits and budgets.

You will need to achieve a level 2 in maths & English – if you already have the level 2 OR a C/4 in either subject you will not need to take the exam.



T 0117 9105 756 **M** 07717 376008
E Recruitment@nextleveltraining.uk.com
W www.nextleveltraining.uk.com

NEXT LEVEL
Apprenticeships | Skills | Training

Next Level is the Business Development Group of **Reflections Training Academy**