



RETRAIN IN... **BUSINESS ADMIN**

Develop your employability skills

Gain the knowledge needed to kickstart your career in
business administration

Find out more **01635 35 975** wbtc-uk.com

BTEC LEVEL 1 AWARD

PRINCIPLES OF BUSINESS

ADMINISTRATION

This course is designed to introduce you to working in a business administrative services environment. You will gain the core skills needed to help you better understand the sector and support your future job prospects.

Benefits

- Free training
- Gain key skills
- Improve job prospects
- Support for career choices
- Gain in confidence
- Recognised qualification



INTERESTED?

Speak to your work coach to find out more.

Details

- For adults aged 19+ who are unemployed
- Free qualification
- Delivered remotely
- Interactive group sessions

LOOK OUT FOR OUR OTHER RETRAIN IN... OFFERS