



BUSINESS ADMINISTRATION

During your Entry to Employment programme you will:

- Gain experience in a supportive placement
- Complete tasks within your placement such as filing, typing, photocopying and spreadsheets
- Work as part of a team
- Use effective communication skills
- Provide and use information and data
- Improve literacy and numeracy skills

What are you entitled to?

- You will be entitled to apply for Education Maintenance Allowance (EMA), (dependent upon household income)
- Travel expenses to and from learning centre
- Ongoing support from experienced staff

Progression routes

Your tutors and Connexions advisor will support your progression onto one of the following:

- Further training
- College
- Apprenticeship
- Work Placement
- Part-time employment supported with training
- Full-time employment supported with training

How do I apply?

To find out more about our e2e courses, please contact B-Skill Ltd by:

T: 0191 425 0238

E: e2e.training@b-skill.co.uk



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