

## Intermediate Level Apprenticeship in Business and Administration (Level 2)

**Induction Dates:** To be Confirmed - Week commencing 29<sup>th</sup> October 2012

**Deadline:** Monday 8<sup>th</sup> October 2012

**Day/Time:** Every Tuesdays from 10.00am to 4.00pm (12 Months)

**Age:** 16-18 years

**Provider:** Osmani Trust - The Education & Employment Programme

**Venue:** Osmani Trust, Osmani Centre, 58 Underwood Road, London E1 5AW

### **Aims:**

The course provides you with the necessary skills, knowledge and experience to work efficiently in an office environment and help build a foundation for a career in Business and Administration.

### **Outcomes:**

- Work in a professional manner in a work setting
- Able to carry out tasks such as producing documents, preparing notes and minute writing
- Develop and deliver presentations and able to organise and co-ordinate events and meetings
- Able to provide reception services competently
- Able to organise office by maintaining equipment, filing systems and resources
- Able to learn and grow with new technology/systems and innovative ways of working

This is a nationally recognised and accredited course by Pearson EDI Plc. Successful participants on completion will obtain the National Level 2 QCF Certificate in Business and Administration.

The course is looking for applicants who have a keen interest in business & administration. We want applicants to be positive and committed in completing this year long apprenticeship programme.

Due to high demands for this course, all application forms will be short-listed and successful candidates will be interviewed for the programme.

**Please complete the application form.**

**For more information please contact:**

The Education & Employment Programme Team

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