

Advanced Level Apprenticeship in Business and Administration (Level 3)

Induction Dates: To be Confirmed - Week commencing 29th October 2012

Deadline: Monday 8th October 2012

Day/Time: Every Thursdays 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 skills, knowledge and experience to work efficiently in an office environment and help build on an existing for a career in Business and Administration.

Outcomes:

- Able to demonstrate maturity and supervisory skills
- Able to deal with various task and work under pressure
- Work towards a tight deadline and manage workload efficiently
- Work in a professional manner with colleagues and external partners
- 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 3 QCF Diploma in Business and Administration.

The course is looking for applicants who have experience in business & administration and are looking to progress their career and develop on existing skills and ability. 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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