

Catered to individuals aged 16-19, this programme is designed for those seeking to enhance their English and math skills alongside practical work experience in a business. This 26-week initiative also provides the potential for support, including a weekly bursary, assistance with childcare, and coverage of travel costs. This is delivered 3 days per week, face to face, in our Bristol City Centre academy.

Successful completion of the programme will prepare you for a full-time apprenticeship. We will provide vital interview skills and assist you in securing a suitable placement for your continued professional development.

BUSINESS ACADEMY

BUSINESS & ADMINISTRATION LEVEL 2

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**

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NEXT LEVEL
Apprenticeships | Skills | Training

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