



## 'STEPS' TO... BUSINESS & ADMINISTRATION



**Level:**

2

**Duration:**

3-4 days per week for 20 weeks

**Entry requirements:**

An interest in business administration as well as GCSEs in Maths and English at grade C/D (4/3) or above

**Overview:**

Our steps to business & Administration will give you a level 2 certificate in Business Administration. this is a perfect programme to give you the skills you need to progress onto a business admin apprenticeship.





## Aim:

- Accredited qualification in Skills for Further learning and employment
- GCSEs or functional skills in English and Maths (if needed)
- Flexible options with helpful guidance and support to suit your specific needs
- Up to £40 per week bursary\*
- Paid travel expenses\*
- Lunch meal deal\*
- Work experience / work placements that could lead to an Apprenticeship

## Where Can I Study?

Training 2000 Blackburn and Nelson

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