

Start date:
Thursday
7
November



ADMINISTRATION

Preparing to work in Administration with the Civil Service

Are you looking to pursue a career which
leads to good employment prospects?

If the answer is YES, then this course could be for you

All candidates must attend Derwentside College every
Thursday & Friday for 6 weeks
9.30am - 2.30pm

- Gain a Level 1 Award in Business Administration and Level 1 Certificate for I.T. Users.
- Gain an insight into jobs and careers in the Civil Service
- Gain support to apply for local available jobs

Contact 01207 585900 to book your place