



## Preparing to work in Administation in the Public Sector

**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**

- Obtain a Level 1 Qualification including a wide-range of vital skills
- Gain an insight into a wide range of administrative careers within the Public Sector
- Learn how to work effectively in a diverse range of office settings
- Develop and enhance your employability skills
- Meet representatives from Public Sector employers

**All candidates must attend Derwentside College  
Monday, Thursday & Friday  
9.30am - 3.30pm for 4 weeks**

**Contact 01207 585900 to book your place**