

Start date:  
**Monday  
10 May**



## Preparing to Work in Administration in the Public Sector

**Are you looking for a career in Business Administration with great prospects?**

A career in the public sector provides many opportunities to make a positive difference to the lives of others. Working in this varied sector also enables you to have a direct impact on the people in your community along with reaching your potential.

Due to the increased demand for administrators across the Public Sector, Derwentside College is partnering with organisations including **Job Centre Plus** and **Durham County Council** to help you secure your next role. By attending our course you will gain a Business Administration qualification, develop and enhance your employability skills and meet representatives from the Public Sector who will outline job vacancies within their organisations.

**This course will be delivered by specialist tutors via a mix of online and independent study for 3 weeks, Monday – Thursday, 9.30am - 3.00pm**



**To register your interest please call 01207 585900**