

Business Administration

Business and finance, office work, administration... lots of different titles, usually meaning the same. We use the term Business Administration. Work usually involves answering queries from customers and clients, word processing, filing, preparing reports, storing and updating information and administration of systems. Over the last decade or so there has been a shift from general clerical tasks towards a need for office management and personal assistant skills, with IT skills in particular becoming vital.



ACCESS OFFER:

Apprenticeships
Advanced Apprenticeships
NVQ Training

Access have delivered vocational training programmes for employers and individuals since 1983. Committed to quality training and continuous improvement we have built a reputation for our professional yet friendly, caring and supportive approach. In 2003 we gained Centre of Vocational Excellence (CoVE) status. This means our Business and Management training programmes were recognised as being amongst the best available.

We offer a wide variety of training programmes with companies throughout Tyne and Wear. Delivery is through a mixture of 'on' and 'off the job' training, tutorials and workshops. Training programmes usually take between one and two years to complete.

APPLICANTS SHOULD BE:

- employed in, or interested in, a career within an office environment
- personable with good communication skills
- interested in information technology
- able to solve problems and manage time effectively
- prepared to work hard to achieve success
- keen to achieve further qualifications

QUALIFICATIONS AVAILABLE:

- NVQ 2, 3 and 4 in Administration
- Key Skills (including Communication, Application of Number and Information Technology)
- OCR (RSA) Certificates in Text or Word Processing, new CLAIT/CLAIT Plus etc
- LCCI Certificate in Administration (Levels 2 and 3)

HOW TO APPLY

Access

Gateshead Skills Academy
Kingsway South, Team Valley
GATESHEAD
NE11 0JL

T: 0191 490 4646

F: 0191 490 4647

E: info@accesstraining.org

W: www.accesstraining.org

Business Solutions
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