



BUSINESS ADMINISTRATION

CAREER PATHWAY

- City & Guilds Level 1 Business Administration
- City & Guilds Level 2 Business Administration

EMPLOYERS NEEDED

- We are currently looking for employers to support our 16-18 year old student to gain some vocational experience whilst working towards a level 1 or 2 qualification in Business Administration.
- The time spent on the work placement is negotiable will depend on the needs of the employer and the young person.
- The placement will include a trial period, for the benefit of both the employer and student, in order to establish that the placement will work on a longer term basis for both parties.
- There is no cost other than time and resources to provide the induction and supervision for the student.

ABOUT SHAPE

Shape Training provides a range of well-established and flexible training packages to meet both the employer's and learner's needs.

- We can be your recruitment solution
- Our thorough student induction makes a positive difference from day 1
- We tailor training to benefit your business

Whether you want to take on someone temporary to offer them work experience, or you want to employ an apprentice we have the student to fit your need!

Shape's close-knit team of specialist staff train students on our premises, however they also frequently visit the employers premises to observe and review students. On a weekly basis we call to check students attendance. We work closely with employers and students to ensure the experience benefits both parties.



Call **01642 282222** or email **enquiries@shapetraining.co.uk** to find out more about how to take on a Shape Training student.

