

About the Course

This 16-week qualification provides a basic, introductory set of knowledge and skills relevant to Business and Retail

Learning outcome 1 Working in Business and retail

Learning outcome 2 Creating business documents

You will learn a variety of transferable skills needed for working in a business and retail environment.

Please note: To successfully complete this course you must commit to 100% attendance and punctuality.

What is needed for the course?

- You will need an initial assessment, where we will ask you to complete some tasks.
- We will also ask you some questions to be able to support you better with your studies.
- You need to have writing skills at English Entry Level 3 or above.
- You may have 2 – 3 hours of homework each week.

There are no specific recommended prior learning requirements for this qualification.

If you need any additional support, please call us: 02085836000.

Progression Pathway

**Level 1 award in business
and retail**



Level 2 certificate in Business

The job opportunities that this course could lead to are:

- **Administration assistant**
- **Customer service assistant**

We can also provide you with information, advice and guidance for employment or further learning.

- ▶ Please speak with your tutor or
- ▶ Call 020 8583 6174 to speak to an advisor or
- ▶ Email work@hounslow.gov.uk or
- ▶ Visit www.workhounslow.co.uk