



Business Administration Skills for Industry

Unemployed and interested in an exciting career in Business Administration?
Get the skills and support to build your career

Employability Skills

- Gain an accredited Level 1 qualification
- Developing Computer Skills
- Using effective communication
- Telephone skills
- Office Administrator skills
- Skills for working in Business and Administration

Personal Development

- Interview skills
- CV writing
- Jobs clubs & Job searching
- Team working skills
- Self-confidence
- Positive thinking

Course Details

- Up to 26 week programme
- Your benefits are not affected
- Field Trips to the Industry
- Workplace Experience
- Belfast Met student card
- Student support services

Essential Skills

- Obtain Essential Skills in Numeracy & Literacy
- Develop ICT skills
- Develop teamwork, leadership and communication skills

No age limit, travel allowance and financial incentives



Department for the
Economy
www.economy-ni.gov.uk



Skills for

Industry

For further information please contact:

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#makeitatthemet