

Business Admin and Customer Care SWAP 14/10/24 Tamworth

Guaranteed Job Interview with Best Connections

Training Venue: The Enterprise Centre, Corporation St, Tamworth B79 7DN

Start date: 14/10/2024,

End date: 25/10/2024

Monday-Friday, 10am-3pm

This bundle course provides a solid foundation in both Business Administration and Customer Service. You will learn to manage administrative tasks, handle email systems, and understand relevant policies and procedures. Additionally, the course covers essential skills for customer-facing roles, including how to meet customer needs and follow important legislation. This combination helps you develop practical skills for effective administration and quality customer service.

Qualifications

Certificate In Business Administration (Level 1) Award in Customer Service (Level 1)

Eligibility-19+ (must be 19 before August 31st 2024), in receipt of JSA or Universal Credit

Initial Assessments for Maths & English need completing via BKSB online. This can be accessed via Smartphone, Tablet or Laptop.