

### **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](mailto:work@hounslow.gov.uk) or
- ▶ Visit [www.workhounslow.co.uk](http://www.workhounslow.co.uk)