

Get Set **SKILLS FOR LIFE & WORK**

ADMIN & MANAGEMENT COURSE

Level 2 Certificate in Skills for Business

Get the skills to work in a business environment and start your career.

What this course is about

This course helps you understand how businesses work and prepares you for roles in offices and professional environments.

You'll build confidence, develop practical skills employers are looking for, and gain a recognised qualification, all while earning and learning.

£40
weekly training allowance



What you'll learn

- How businesses operate and grow
- Customer service and communication
- Project planning and organisation
- Basic finance and budgeting
- Digital skills for the workplace
- Marketing and business ideas



What you'll gain

- A recognised OCN NI Level 2 business qualification
- Confidence working in a professional environment
- Strong communication, teamwork and problem-solving skills
- A clear understanding of how businesses run
- Support from tutors to build your confidence and skills



How you'll learn

- Practical tasks and real-life business scenarios
- Group work and team projects
- Presentations and discussions

Course duration: up to 5 days a week



What happens next

This course can help you move into:

- Office jobs and admin roles
- Customer service roles
- Business support roles
- Apprenticeships or further business training

No exams!

You'll be assessed through coursework, projects and activities.



Enrol now!

Scan the QR code,
call: 02820 032 303, or
email: sflw@getsetni.co.uk



Department for the
Economy
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