



EAST
SUSSEX
COLLEGE

Business Administration Course

12/01/26 - 23/01/26

9:30 - 15:00

Green Training Hub, Hampden
Retail Park, 3a Marshall Road
BN23 6QU



CV & JOB
APPLICATION
HELP AND
INTERVIEW
PREPARATION

ABOUT OUR COURSE

Join our two-week course designed to give you the skills, knowledge, and confidence needed to begin working in an administration role.

Work alongside a supportive group of learners and take part in practical, informative activities that reflect real administrative tasks. Our experienced employability tutors will guide you throughout, helping you understand what it's really like to work in a business administration environment.

Upon completion, you'll achieve a Level 1 Certificate in Employability Skills.



Understanding **Mindsets**

Discover what qualities are important to employers' such as honesty, commitment, flexibility, and accountability. Highlight transferrable skills and areas for improvement



Understanding **Motivation**

Recognise key motivators and de-motivators that impact on work situations



Working in a **team**

How teams work, recognising own strengths in contributing to a team and the contributions of others and understanding team goals.



Information at **work**

Covering issues of data protection, security, and confidentiality relating to verbal, written and ICT-based information.

- ✓ AGED 19+
- ✓ IN RECEIPT OF UC OR ON A LOW WAGE
- ✓ RESIDENCY CONDITIONS APPLY



GET IN TOUCH
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