



Our Website Design and Business Administration course is one of the most unique, engaging and interactive courses for 16 – 18 year olds.

Learners will be on our tailored programme for up to 22 weeks, attending classes 3 days per week.

Throughout their time at Jobwise Training, learners will be encouraged to develop themselves and will gain the qualifications they need, but with the opportunity to express their individuality and explore their creative side.

During our Website Design and Business Administration course, learners will cover areas listed below:-

- **Website Design** – create your own website from scratch
- **Business Administration** – covering all areas of administration
- **Business Skills** – learn what is involved in making and sustaining a business
- **Communication Skills** – mastering the art of effective communication
- **Key Skills** – Numeracy and Literacy qualifications by way of exciting projects
- **IT Skills** – Microsoft packages and specialist software
- **Presentation Skills** – how to stand up in front of people and present information
- **Marketing Awareness** – knowing the impact effective marketing can have
- **Employability Skills** – getting ahead of the game and knowing what companies are looking for
- **Work Placement** – show us you are serious and we will secure you a 6 month work placement
- **Social Skills** – knowing how to interact with others both in the work place and in general
- **NVQ Units** – units towards the full Apprenticeship framework
- **Technical Certificate** – in Business Administration

What's more – EARN while you LEARN with a weekly training allowance paid and travel expenses reimbursed!!!

We enroll learners onto our programme throughout the year!!!

For more information or to arrange an interview:-

Telephone: 0207 690 5000
Email: info@jobwisetraining.net
Or visit us at: www.jobwisetraining.net

