



TOTAL PEOPLE
LEADERS IN LEARNING®

**LANGUAGE
OF BUSINESS
RETAIL COURSE**



Total People are offering a free course to help you get into a career in business and retail. We will also help build your confidence for job interviews and develop your skills in communication and teamwork. All these things are essential for gaining employment, and our course is designed to launch and enhance your opportunities in this area. We offer help with your English and maths skills, which will give you the ability to progress into this growth sector.

Qualification	Level 1 Certificate in Business and Retail Functional Skills in maths and English (as required)
Location	Broughton Hub, 50 Rigby Street, Salford, M7 4BQ (travel will be refunded)
Planned start	Enrolment week of 11th September Course starts 18th September
Duration	Mon-Fri 9.30am-3.00pm (flexible with school run) 10.5 weeks
What you will study	<ul style="list-style-type: none"> • Understanding business and retail and importance of customer service • Improving your everyday literacy and numeracy skills • Knowledge and insights into skills required to succeed in business and retail
Entry requirements	Students must be unemployed, 19+, a UK resident for 3 years and live in Greater Manchester. You should be working at Entry 3 in maths and English.
Progression options	You could progress into paid local employment or entry to higher levels with further specialisms. We supply daily job vacancies to all learners targeting the business/retail sector.
Contact	To secure your place or for further information, contact Paul T 07758 653125 E pmaleque@totalpeople.co.uk

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