

BUSINESS APPRENTICE PROGRAMME



87%

of Quest students secured employment
within 8 weeks of graduating in 2017

The Business Apprentice Programme is an extremely popular choice for ambitious individuals wishing to fast track their **entry into a commercial or corporate environment**. It is highly recommended **for those with an entrepreneurial spirit** who are perhaps looking to run their own business one day.

This carefully designed course is built around the expectations of employers in today's job market and **offers a unique blend of theoretical business knowledge, practical application and commercial experience opportunities** to ensure that you are fully prepared for the challenges presented by job hunting and beginning working life.

From the very first day of the programme the focus is on the end goal: **enabling you to make your first career move with confidence**.

To find out more about this training programme, please call
020 7233 5957



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Entry Requirements: A Level

Course Duration: 24 weeks

COURSE CONTENT

- Assessment Days
- Business Finance
- Business Law
- Business Plans
- Career Development
- Diary Management
- Introduction to Events Management
- Introduction to Social & Digital Media
- Introduction to Web Design
- Leadership & Management
- Managing Meetings



- Marketing
- MBTI Type Indicators
- MS Office: Word, PowerPoint, Excel, Outlook, Access
- Presentation Training & Corporate Image
- Sales & Negotiations

Course content is regularly reviewed in line with current job market requirements, so may be subject to change