

# Business Administration

## Traineeship

In 5-6 months, gain the basic knowledge and skills to succeed in an administrative role. This can lead to roles within different departments such as Human Resources, Marketing, Sales, and Finance.

For Ages  
16-24

### Trainees Benefit From:

- ✓ Gateway to a well-paid and long-term career
- ✓ Gain hands-on experience in a work environment in London offices and/or over zoom
- ✓ Practical life skills in Maths, English and Digital Skills
- ✓ Build your network by working closely with industry experts

**Prevista**    
*Emerge Academy*

For more information:  
visit [prevista.co.uk/traineeships](https://prevista.co.uk/traineeships) or  
contact [traineeship@prevista.co.uk](mailto:traineeship@prevista.co.uk)

# Level 1 Certification in Business Administration

Personal Performance  
and Development

Working in a Business  
Environment

Health and Safety in a  
Business Environment

Business  
Communication

And More



Secretary

Receptionist

Administrator

Team Leader

Office Manager

Prevista

  
Emergence Academy

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