

# GET YOUR FOOT IN THE DOOR

## WITH A TRAINEESHIP



### Seetec Outsource Social Media Academy for Business

We have now developed an innovative and dynamic traineeship. Focusing on Social Media in Business and the core element of business administration that attract reputable employers.

Offering learners training and qualifications around Social Media in Business and this will include a regular slot from Social Media specialist and Lifestyle Blogger Laura Richardson of Hey Girl Beauty of Business. There will be 4 half day workshops

**You will learn about, develop your skills and gain units in the below areas:**

#### Course content includes:

- Principles of Business and digital marketing
- Social media platforms & content creation
- Instagram Workshop designed for your online business
- Principles of Working in a Business Environment
- Creating a marketing calendar / Working with Hashtags #
- Video creation & backgrounds / Repurposing content to a wider audience
- Meet and Welcome Visitors in a Business Environment
- Work with Others in a Business Environment / Manage Time and Workload

#### When does the course start?

Start date – Monday 7<sup>th</sup> June 2021

#### Where is the Traineeship based?

Will be fully Online, placement sourced locally with a guaranteed interview.

#### What qualification will I get?

Level 1 Certificate and quality work experience with a reputable employer

#### Eligibility

16+ years not currently employed or in education. In receipt of benefits/low wage. Work placements arranged for 16-24 year olds.

#### How long is the Traineeship

7 Weeks – First 3 Weeks Monday-Friday, 09:30-15:30 each day, then 4 Week placement.

# FAQ's

## Do you cover travel costs?

Yes, during the programme travel expenses will be reimbursed. (Also meal allowance while on placement)

## Do I have to pay to attend the programme?

There is no cost to the programme. It is fully funded.



## ADMIN IS BORING?

**WE DISAGREE!  
HERE'S 3 WAYS YOU USE ADMIN EVERYDAY  
WITHOUT EVEN REALISING**

### ORGANISATION SKILLS

GETTING YA PALS  
TOGETHER FOR A  
COFFEE

### AUDIENCE RECOGNITION

TAGGING YA PAL  
IN A MEME  
YOU KNOW  
THEY'LL LOL AT

### TIME MANAGEMENT

SMASHING THAT  
TIK TOK DANCE  
OUT  
TO PERFECTION

## GOT THE CORE SKILLS?



JUMP ON OUR  
ADMINISTRATION TRAINEESHIP  
COVERING ADMIN + DIGITAL  
SKILLS THAT WILL ENSURE YOU  
EXCEL IN THE WORKPLACE

Today's Goals  
Look at our traineeship is a option to  
progress your future career aims !

 **Seetec, Spaces, Peter House, Oxford Street, Manchester, M1 5AN**

**Want to know more about the traineeship or book a place?**

**Please call or email:**

Paul Maleque 07758 653125 / [paul.maleque@seetecoutsource.co.uk](mailto:paul.maleque@seetecoutsource.co.uk)



Education & Skills  
Funding Agency

**Seetec**  
OUTSOURCE