The Growth Company



University of Manchester Business Administrative SWAP

The Works are offering a 12-day training course that will give you the knowledge and skills needed to kickstart your career.

- Aspire Recruitment have positions available for Teaching, Learning and Student Experience Support Assistants.
- It will be a 13-week temporary to permanent assignment then being taken on to do a two-year fixed term contract following on from that.

On successful completion of the SWAP, you will achieve the following qualifications:

- Level 1 Certificate in Business and Administration
- Level 1 Certificate in introduction to Customer Service

Eligibility requirements:

- Proof of address (council tax, utility bill, benefit letter, confirmation from employer)
- Proof of Right to work (Passport, full birth certificate, residency permit)
- Unemployed/in receipt of universal benefit (you will be asked for proof)
- A competent level of written & spoken English
- 19+
- Able to commit to a twelve-day training course (class hours 10am to 3pm)

Venue: The Works, Salvation Army 71 Grosvenor, Street Manchester M13 9UB

Open Days: 25 and 26 October 2023
Assessment Day: 27 October 2023
Course Start: 31 October 2023
Course End: 15 November 2023

Interested? Get in touch:

theworksmanchester@gcemployment.uk

0161 359 3388

Aspire RECRUITMENT

THE WORKS developing skills & job opportunities

disability confident

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