

VOCATIONAL
TRAINING
FRAMEWORK

Delivered by Capital City Partnership



BUSINESS AND FINANCE ACADEMY

ARE YOU LOOKING FOR A CAREER
IN BUSINESS OR FINANCE?



Capital City Partnership's Vocational Training Framework is open for referrals for a 2-week course, offering: employability skills training, Business & Finance sector recognised certificates, followed by an option of a guaranteed interview with recruiting employer. It's a great opportunity for successful participants to start meaningful employment.

The course will involve:

- 5 days certified training including: communication and complaint handling; full award or elements of World Host Ambassador; introduction to accounting systems; presenting data; use of social media in business.
- Support to get on one of these roles: Administrator/Office, Assistant, Data Entry Clerk, Call Centre Operator.
- Industry insight session from recruiting professional.
- 1:1 CV building and interview skills session.
- Guaranteed interview with recruiting employer!

To register your interest or for more information please contact CCP at:

✉ TrainingAcademy@capitalcitypartnership.org

