

Career Development Programme

“It’s more than just a qualification!”

Are you an Administrator, Secretary, a Support Worker, recovery worker then would you like the opportunity to gain a qualification in Business Administration or Health and Social Care?



Would you like to gain the following qualifications?

- Level 2/3 Diploma in Business and Administration (also Level 4 may be available in certain circumstances)
- Level 2/3 Diploma in Health and Social Care/ Clinical Care (also Level 4 may be available in certain circumstances)

In addition to this you will also:

- Attain applicable level of Key Skills or Functional Skills certification in English, Maths and ICT (Business and Administration only) - portfolio and a multiple choice test.
- A greater understanding of Employment Rights and Responsibilities
- Develop greater Personal Learning and Thinking Skills

Please note that this learning will be provided by a local learning provider within your work area.

For an Application Form or if you would like more information about the qualifications available please contact Nicola Sherwood on 01785 257888 ext 8197

Email nicola.sherwood@sssft.nhs.uk