

# Reach new heights with JACE Training

Start your Foundation Learning with JACE Training and progress towards a career in Business and Administration



Foundation Learning is a programme designed to allow you to add to your school grades and make your own choices of which subjects to study.

Once you are set up on the JACE Foundation Learning programme you can begin your introduction into the Business and Administration qualification.

## The Next Step

This would be a progression on the Business and Administration Award at Level 1 which can be worked on using the JACE Learning Platform which is our very own e-learning application. You would keep in touch with your tutor weekly and they will observe you in your employment or work experience.

The next pathway is the Level 2 which could take you into an Apprenticeship for Business and Administration.

### *Types of job roles :*

Secretary, Receptionist, Administrative, Personal Assistant, Supervisory/Team Leader, Managerial

For more information call us on 0845 241 7738  
Email [info@jace-training.co.uk](mailto:info@jace-training.co.uk)  
or apply online at: [www.jace-training.co.uk](http://www.jace-training.co.uk)



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*Foundation Learning is a great route if you didn't get English & Maths at grade A-C or you want to improve your basic qualifications.*



Find a JACE Training Centre near you

<p>Wallington Graylaw House 42-54 Manor Road Wallington Surrey SM6 0AB T 020 8773 4532 F 020 8669 1259</p>	<p>Balham 2nd Floor 10 Station Parade Balham High Rd, Balham SW12 9AZ T &amp; F 020 8675 6265</p>	<p>Merstham 1 Station Rd South Merstham, Surrey RH1 3EF T 01737 644 772 F 01737 642 762</p>	<p>Dorking 56 Dene Street Dorking, Surrey RH4 2DP T &amp; F 01306 883 985</p>
<p>Bromley 1st Floor, Terrance House 151 Hastings Rd, Bromley Kent BR2 8NQ T 020 8462 0599</p>	<p>Crawley First Flr. 12a Broadwalk Crawley, West Sussex RH10 1HQ T &amp; F 01293 561 24</p>	<p>St Leonard's on Sea Southwater Area Community Centre 2 Stainsby Street St Leonard's on Sea East Sussex T &amp; F 01424 717 394</p>	<p>Kent 1st Floor Trafalgar House Elwick Rd, Ashford Kent TN23 1PF T &amp; F 01233 627 541</p>

Start your  
Foundation Learning  
Programme

Level 1 QCF in  
Business and  
Administration

Level 2 QCF in  
Business and  
Administration

Business and  
Administration  
Apprenticeship

A Business and Administration Apprenticeship can start at Level 2



Funded by



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