

WHERE DO YOU GO FROM HERE?

The main entry to jobs in the area are through a programme of training at our Training Centre.

The Awarding Body for qualifications is : -

O.C.R. (Oxford, Cambridge & R.S.A.)

**ARE YOU HARD WORKING, WANT
QUALIFICATIONS AND A CAREER IN
BUSINESS? THEN**

WHY NOT VISIT OUR WEB SITE ON:
www.doncastergta.co.uk

OR

WRITE OR TELEPHONE FOR
AN APPLICATION FORM TO:



**DONCASTER, ROTHERHAM & DISTRICT
MOTOR TRADES, G.T.A. LIMITED**
Rands Lane Industrial Estate, Rands Lane,
Armthorpe, Doncaster, DN3 3DY.
Tel: 01302 832831 Fax: 01302 831916
E: Mail: admin@doncastergta.co.uk

**DONCASTER G.T.A. POSITIVELY PROMOTES EQUAL
OPPORTUNITIES REGARDLESS OF RACE, GENDER, SPECIAL NEEDS OR
DISABILITY.**



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N.V.Q. LEVELS 2 & 3

IN

CUSTOMER SERVICE



There is a wide range of career opportunities in Administration whether you are a school leaver or an adult seeking a career change. You will be able to develop your skills with the GTA.

Administration

Clerical and administration skills are essential to support any business activities from word processing, accounting to customer contacting and sales.

Our Business Administration unit, is fully equipped with the latest electronic equipment found in today's modern office.

Students are able to study for The Modern Apprenticeship. Comprising of NVQ, Technical Certificate and if Appropriate Key Skills.

On completion of The Modern Apprenticeship learners are encouraged to undertake the Advanced Apprenticeship.

This qualification covers all aspects of modern office procedures such as communications, telephone reception, etc as well as providing the underpinning knowledge of how business organisations operate.

Ongoing assessment takes place throughout the duration of course and on successful completion certificates are awarded by OCR, City & Guilds and The Council for Administration.

We have a large training room that contains 10 of the latest computer systems both colour and laser jet printers, scanners, Broadband facilities and training aids used by students for training purposes.

Within the Business Administration Unit there is a further classroom dedicated to Computer Studies, this is well equipped with up-to-date Multi Media computers and colour laser printers. A large variety of the latest Business software is available for use by the learners. including the full suite of Microsoft Office Applications.

Candidates come into the centre on day release for training and assistance with their NVQ portfolio building.

As well as a comprehensive course of study in Text Processing students are encouraged to take examinations as and when they are competent to do so.

“ AMG have had a long association with GTA in providing all our modern apprentices for training as Mechanics, Customer Counter and Administration Personnel. We are proud to be connected with them” *John Cook MD of AMG Doncaster*