

Business Administration Level 2 Certificate

Course Code F15DV99C

Free

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| Before you enrol on this course | Please speak to a learning advisor, they can be contacted on 01752 660713. |
| Who is this course aimed at? | Over 19s who wish to gain employment in the health and social care sector, or are already employed and are looking to upskill |
| Entry Requirements | 19+, and must have lived in the EU for at least 3 years. Minimum of Entry 3 in English. You will undertake an Initial Assessment before progressing to the main qualification. |
| Course Aims | The aim of this course is to provide the learner with an understanding of the following:- Principles of Providing Administrative Services • Principles of Business Document Production and Information Management • Understand Communication in a Business Environment • Understand Employer Organisations • Understand How to Develop Working Relationships with Colleagues |
| Qualification | NCFE Level 2 |
| How will the course be delivered? | All courses are exclusively delivered via an online learning, self-study programme. |
| What will I need to bring? | You will need use of a desktop or laptop computer with access to the internet. |
| Will I need to study or practise outside the classroom? | Your study pattern is self-managed, but a commitment of 2 - 3 hours per week is suggested to enable successful completion of the course within the timescale of 20 weeks. |
| How will I know I am progressing? | You will receive regular feedback from an assessor following completion and submission of individual units You will also receive weekly updates of progress as well as any outstanding items. |
| Progression | Level 3 in business administration Business management |
| Career Opportunities | Administration Business management |

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