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Business and Administration

Course Overview

This nationally accredited certificate, which develops understanding of basic administration concepts and practices, is based on the business and administration national occupational standard.

Business Benefits

- Reduces the risk of malpractice and negligence
- Evidence of staff competency to external stakeholders
- Gives employees a high standard of learning and support
- Reinforces the importance of careful and productive managing
- Builds employee confidence and competence
- Improves your team's understanding of employment rights and responsibilities

Course Duration

6 - 12 Weeks



success.



speed.



support.

What is the cost?

Due to the availability of government funding, this qualification is available at no cost. Funded places are limited so please book early to secure your place.

Learner Benefits

- Achieve a nationally recognised level 2 qualification
- Furthers personal and professional development
- No need to formally attend college
- Learn in your own time
- Access to sector-expert assessors throughout the course

Awarding Body

NCFE / CACHE / TQUK

Course Content

- Develop understanding of basic administration concepts and practices
- Review essential knowledge for daily and more complex administration tasks
- Learn business and administration national occupational standards

What you will learn

- 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

How is it delivered?

Alongside the learning materials, you will have the support of a knowledgeable assessor/tutor who will give you advice and guidance on the course content as well as providing robust feedback on the work you complete.

The course is usually delivered over a period of 6 to 12 weeks.

Successful completion of this course ensures that the learner has fully understood these important principles and evidences knowledge of the subject area.

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