

Principles of Business Administration

Administrators play a crucial role in ensuring the productivity of their businesses; 97% of employers state that effective administration is vital to their organisation. Today's global economy brings with it a wealth of new markets, and increasing operating expenses; the need for good business administration has never been greater.

Course Overview

This qualification develops the learner's understanding across a broad range of basic administration concepts and practices. This course reviews the essential knowledge required to carry out everyday and more complex administration tasks such as managing information and supporting events. This qualification is based on the business and administration national occupational standards and is recognised as the technical certificate component of the Level 2 Apprenticeship in Business and Administration.



This qualification is suitable for both new and existing employees.

Course content

Each learner will be provided with high-quality and engaging support materials that provide the knowledge and understanding required to undertake the end of unit assessments. The course covers:

- 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
- + 2 additional optional units from list below**
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| <ul style="list-style-type: none"> • Understand how to carry out business administration tasks • Understand how to store, retrieve and archive information • Understand customer service | <ul style="list-style-type: none"> • Principles of customer relationships • Know how to publish, integrate and share using social media • Principles of digital marketing |
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How does this course work?



Location

Online Learning
This course is available online using any internet enabled device.



Duration

The course is usually achieved over a period of 16 weeks.



Certification

Achieve a nationally recognised qualification at Level 2 with NCFE.



Costs

Funding may be available subject to eligibility criteria and availability.

Benefits to you and your employees

Online learning is a popular, efficient and effective means of professional development. Our courses enable work and study to be combined for your employees to gain relevant skills, knowledge and understanding in a variety of subject areas.

Employer Benefits:

- Access to government funding* to support the cost of training
- No time away from work required
- Remote support available from dedicated tutors
- The knowledge and skills acquired through study can be applied in the workplace
- Boost your teams confidence and motivation
- Employees gain a nationally recognised qualification at Level 2
- Successful completion ensures that learners have fully understood the important principles and evidences knowledge of their chosen subject
- Can lead to further qualifications such as Apprenticeships or further online courses

Learner Benefits:

- Further your personal and professional development
- Learn in your own time at a pace that suits you
- Receive a set of high quality learning materials online to use as a reference
- Receive remote support and guidance from a dedicated tutor via telephone and email
- Upon successful completion you will have achieved a nationally recognised qualification at Level 2
- Ideal qualifications if you are looking to gain your first qualification or to learn something new
- Can lead to further qualifications such as Apprenticeships or further online courses

Where is this qualification delivered?

This qualification is available online meaning there is no attendance required at a college or training centre. Learners are provided with learning materials using our e-assessor platform and will also receive dedicated remote support and guidance from their tutor as well as being provided with robust feedback on the work that is completed throughout the course online, by telephone and email.

What is the cost?

Due to the availability of government funding, this qualification is usually available at no cost. Funded places are limited and subject to eligibility and availability of funding so please book early to secure your place. Funding is subject to learners meeting set eligibility criteria.

Apply for this course

We are enrolling NOW so please get in touch if you are interested in finding out more about our full range of courses and how they can benefit your staff and business:



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