

Get into Business Administration with a short course



Futures
FOR YOU

- Do you have experience in Business Administration but have no formal qualification?
- Could you see yourself working in an office environment?
- Do you like a varied and flexible workload?

If so, this is the ideal opportunity for you.

This course is best suited to beginning or developing a career in a range of roles including administration, secretarial work, finance assistant and office management, amongst many others.

All of our training courses come with accredited qualifications recognised by employers and support with entry into further education.

What does the course cover?

With a supportive tutor on hand to guide you through the process, you will learn the core skills of:

- Using various office equipment such as a printer, scanner and shredder as well as using computer packages such as Microsoft Word.
- Creating business documents such as letters, templates and invoices. You will also have the opportunity to gain experience taking minutes.
- Identifying communication styles used in business documents and putting these into practice.
- Welcoming visitors: using appropriate communication, making the visitor feel welcome and following company procedures.
- Handling mail: recognising different types of mail, identifying postal charges and understanding the connection between mail handling and confidentiality.

This course is fully funded – subject to eligibility as follows:



Are 19 or over and do not already have a level 3 qualification



Already have a level 3 qualification or higher but earn below the National Living Wage annually (£20,319 from April 2023)



Already have a level 3 qualification or higher but are unemployed

How does the learning take place?

This course is available as an in-person course.

Your positive learning experience is our priority, so our coaches will be on hand to give support, answer questions, and provide direction whenever it is needed through regular workshops and unit tutorials.

The qualification will be assessed through a portfolio of evidence. This consists of a structured workbook and a range of practical activities that the learner will complete as part of the course with support provided from a qualified tutor.

Working across the East Midlands, we help people to gain the skills needed to enter into sustainable employment or progress in their chosen career.

Upon completion, the programme supports progression onto further qualifications such as apprenticeships or higher education.

What will I receive at the end?

At the end of the course, upon satisfactory completion, all learners will gain up to two qualifications accredited through City and Guilds:

- Level 1 Certificate in Business and Administration
- Level 1 Certificate in Employability

Is it right for me?

- Are you looking to progress in business administration?
- Would you like to expand your knowledge and understanding of business administration?

If so, this is a fantastic opportunity to improve your knowledge and skills.

BOOK NOW

To find out more about this course and if it's right for you, scan this QR code today.

