

Achieve your Level 2 Certificate in Principles of Business Administration



Futures
FOR YOU

Working in the business administration sector offers a dynamic environment where individuals are tasked with managing and coordinating various aspects of a company's operations.

With this qualification, you'll gain the knowledge that is required to successfully work in a range of different environments in a business administration role. If you're looking to begin or develop a career in business administration, this course is designed to equip you with the information and skills needed.

What does the course cover?

- 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



SCAN HERE

TO FIND

OUT MORE.

ONLINE COURSE

Can be completed in
as little as 12 weeks.

This course is fully funded – subject to these requirements:



Aged 19 years old or over?



Lived in the UK or EU for 3 years?



Seeking employment & claiming unemployment benefit or earning under £20,319 annually, able to commit to the course.

How does the learning take place?

This course is available as a fully online distance-learning course, meaning you will be provided with all the materials you need and will be able to choose your own hours of study.

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.

This qualification is completed through end-of-unit assessments which are marked by your tutor throughout the duration of the course. There is no final examination required.

What will I receive at the end?

When you have completed all learning and assessments, you will gain an NCFE Level 2 Certificate in The Principles of Business Administration. This certificate is a nationally recognised qualification which will support the development of your career and education.

Is it right for me?

- Are you looking to progress in the world of business?
- Would you like to gain knowledge and understanding of business operations?

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, email us at referral@futuresforbusiness.com or give us a call on **0345 266 9799**