



# Level 2 Certificate in Principles of Business Administration

North Tyneside Council

<b>Enrolment Requirements</b>	For more information or to apply ring (0191) 643 2288 or to apply online go to <a href="http://www.northtyneside.gov.uk/ala">www.northtyneside.gov.uk/ala</a>
Learners should be aged 19 and over and seeking to develop their knowledge and understanding of the principles of business administration.	
This is a home learning course however you must attend an induction session before you can begin your studies.	

<b>What will I learn on this course?</b>
This qualification provides learners with the knowledge that is required to work in a range of environments in a business administration role. Learners will know how to carry out administrative tasks such as managing information and supporting events and will be able to apply their knowledge in a variety of industries and job roles.
You will learn about the principles of: <ul style="list-style-type: none"><li>• Providing administrative services</li><li>• Producing business documents</li><li>• Managing information</li><li>• Communication in a business environment</li><li>• Developing working relationships with colleagues</li></ul>
You will also be able to choose two specialist units which are of most relevance and interest to you from a selection including; social media, digital marketing, customer services and archiving.

<b>Assessment</b>	<b>Awarding body: NCFE</b>
This course is delivered via distance learning. During induction you will receive your own study pack, alongside a dedicated tutor who you can contact throughout your studies. Your study packs comprise a set of high quality knowledge workbooks that are designed to help you learn independently through a range of reflective activities. You will also be shown how to access your personal online assessment account where you will document your evidence.	

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## Course Length

20 weeks

## Attendance

This is a home learning programme but you must attend the induction session. If you require additional support tutorials can be arranged either face to face, over the telephone or by email.

## What else do I need to know?

Please note whilst the course is free, there is a £50 withdrawal fee if you leave or are withdrawn from the course without completion.

## What could I do next?

You could progress onto other Distance Learning programmes such as:

- Level 1 Certificate in Digital Skills
- Level 2 Certificate in Customers Services
- Level 2 Certificate in Team Leading
- Level 2 Digital Skills for Work

Pathways to employment qualifications such as:

- Level 2 Certificate in Supporting Teaching and Learning
- Level 2 Functional Skills in ICT

Or an Apprenticeship vacancy with an employer on a standard such as:

- Business Administration
- Customer Service
- Team Leading

Find all our latest course information at:

<https://skillsnorthtyneside.org.uk/adult-learning-courses/>