

BTEC Level 2 Certificate in Business Administration

Accreditation	BTEC
Course duration	5 Days
Certificate valid for	Never expires

Who should attend

The BTEC Level 2 Certificate in Business Administration is eligible for Adult Education Funding and is an ideal introduction into an administrative role. Individuals will gain a nationally recognised Business Administration Level 2 Certificate.

Course information

Overview

The Certificate in the principles of business and administration helps the learner to develop their own personal growth and engagement in learning and demonstrate technical and wider sector-related knowledge to support working in the job. This includes the principles and practices underpinning the core tasks and responsibilities related to the job as well as wider work-related knowledge such as creating documents, reception services, booking and making travel arrangements, employee rights and responsibilities, working with others in a business environment, supporting meetings and solving problems in a business environment.

Course Content

The course will cover the following subjects to teach and develop the potential employee and to build their confidence and effectiveness in employment;

- Principles of working in business administration
 - Principles of professional behaviour
 - Principles of providing administrative services
 - Principles of creating documents
 - Understand how to store and retrieve information
 - Understanding personal development
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Assessment

Classroom delivery, with achievement of the assessment criteria evidenced through contextualised, vocationally-related and practical experiences, along with completion of portfolio of evidence.

Certification

Delegates will be awarded the Pearson BTEC Level 2 Certificate in Principles of Business Administration.

More details

Progression Opportunities

Level 2 qualifications are designed to enhance learners' work and life skills in a range of vocational contexts. They are appropriate for a diverse range of learners including:

- Adults returning to study
- Adults seeking to obtain employment in an administrative role
- Those who have not yet achieved accredited qualifications
- Those with specific learning needs

The intended destinations for Learners who successfully achieving these qualifications can progress to:

- National Vocational Qualifications (NVQs)
- Diplomas
- Apprenticeships
- Supported employment
- Independent living

Learners who have achieved the Pearson BTEC Level 2 Certificate in Principles of Business Administration can progress to the Pearson BTEC Level 2 Diploma in Business Administration or to employment in the business administration sector e.g. administrator, business support officer, office junior, receptionist.

Funding and Support

We are able to offer this course fully funded through The Adult Education Budget (AEB) and European Social Funding (ESF) - subject to eligibility, Please contact us to find out more about eligibility, along with the course dates we have running in various locations around the UK.