

## Level 2

# Business Admin

This qualification provides essential knowledge and skills needed for working in administrative roles. It covers organisational principles, communication, and professional development. Ideal for those looking to work in office-based environments or progress into business-related studies.



**Units**  
4 Units



**Session Time**  
Weekly 2.5 hour sessions



**Start Date**  
Please contact our team



**Location**  
Online Tutor-Led Delivery



**Duration**  
10 Weeks

## WHAT TO EXPECT

### Unit Breakdown

Unit	Mandatory Units
1	Principles of providing administrative services
2	Principles of business document production and information management
3	Understand communication in a business environment
4	Understand employer organisations and professional development

## How is it delivered



IAG SESSIONS TO ENSURE THE COURSE MEETS YOUR GOALS



FLEXIBLE WEEKLY SESSIONS VIA TEAMS WITH YOUR TUTOR AND CLASSMATES



INTERACTIVE LEARNING ACTIVITIES TO CONSOLIDATE KNOWLEDGE AND BUILD CONFIDENCE



ASSESSMENT AND FEEDBACK THROUGHOUT THE COURSE



1-TO-1 TUTORIALS AVAILABLE AS NEEDED



EXIT REVIEW WITH GUIDANCE ON NEXT STEPS AND PROGRESSION

## WHAT NEXT

# Relevant Sectors



Health & Social  
Care



Education



Business



Education



Public  
Sector



Retail

## WHAT NEXT

# Progression

Learners who achieve this Level 1 qualification could progress to:

- Level 3 Business Administration
- Level 3 Customer Service
- Business/management apprenticeship pathways

## GET IN TOUCH

# Find Out More

Get in touch with us to find out more:



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MAYORAL  
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**TOTAL**  
TRAINING PROVISION