

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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