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's Next

Relevant Sectors

- Health & Social Care
- Education
- Business
- Education
- Public Sector
- Retail

Your Next Steps

Progression & Career Support

Throughout the course, our team will work with you to understand your goals and identify the progression route that is right for you. You'll receive guidance on employment opportunities, further study and advanced qualifications, helping you build confidence and take your next step towards a career in a related sector.

Explore Your Options

How You Can Progress

- Employment Opportunities
- Further Study
- Higher-Level Qualifications
- Career Development

GET IN TOUCH

Find Out More

Get in touch with us to find out more:

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LIVERPOOL CITY REGION COMBINED AUTHORITY

TOTAL TRAINING PROVISION