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Level 2 Certificate in Business and Administration Knowledge

Key info

Type of qualification: QCF

Credit Value: 15

Course overview

UK employers have recently reported a shortage in the amount of skilled business and administration staff, despite more than four and a half million people already working in this sector. To meet employer demands, more people with appropriate business and administration skills are needed.

Have you got what it takes to provide the crucial everyday support that organisations need to run their business, meet their targets and be successful? Well, this qualification provides you with a thorough understanding of all the aspects of a business administration role, which could enable you to progress within a business environment.





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Who is suitable?


This qualification is ideal for anyone with an interest in the responsibilities and tasks involved in a business administration role. By exploring the principles of supporting events, project management and changes within a business environment, you will develop a competitive and impressive knowledge about this sector which can help you start a new career or progress within a current role.

Learning method

Studying via distance learning means you can choose when and where you study.

This course is available:

 **Online**  **Paper-based**

 **Paper-based learning with online assessments.**

The online course is available on The Skills Network's online learning platform, **EQUAL**. Online learning with a difference, **EQUAL** features:

- **Exciting and engaging content**
- **Interactivity – featuring videos and games to enhance learning**
- **Virtual tutors who offer hints, tips and guidance throughout the course.**

What you will learn

This course is split into 6 manageable units:

- Principles of personal responsibilities and working in a business environment
- Principles of providing administrative services
- Principles of managing information and producing documents
- Principles of supporting change in a business environment
- Principles of supporting business events
- Principles of project management.

Benefits

- Gain a nationally recognised qualification
- Study will enhance both personal skills and professional development
- The programme is delivered via distance learning, allowing learners to choose where and when they study
- On average, the course should only take between 12 –16 weeks to complete
- Personal tutors are assigned to each individual learner to ensure they have the necessary support needed to be successful.

**no exams
just assessments**

