Level 2 Certificate in Principles of Bus

There were an estimated 5.5 million private sector buinesses in the U.K. at the start of 2016. Despite the recent economic difficulties, the trend has been steadily increasing in the buiness population. Today's global economy brings with it a wealth of new markets, shrinking profit margins and increasing operating expenses: the need for good business administration has never been greater.

Achieve a nationally recognised Level 2 qualification.
Evidence your competency to employers.
Further your personal and professional development.
Learn at a time that suits you without the need to attend college.
Gain relevant skills, knowledge and understanding, leading to improved experience for those using your services..

Start Date:	01 August 2024
Start Time:	08:00
Lessons:	2
Weeks:	2
Hours:	2.00

Venue

Distance Online Learning
Learning Curve

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What will I learn on this course?

Principles of providing administrative services.
Priniciples of business document production and information management.
Understand communication in a business environment.
Understand employer organisations.
Understand how to develope working relationships with colleagues.

Is this course suitable for me?

This course is suitable for those interested in working in administrative services, starting a business and those interested in developing their skills and earning a qualification.

Is there anything I need to know about this course?

This is an online course. An initial assessment is required prior to enrolment.

What could I go on to do after this course?

If you wish to explore your learning, work or career options, you can speak to a fully trained careers advisor on 0800 100 900. https://nationalcareersservice.direct.gov.uk

If you need further advice please telephone 01634 338400.

Attendance Policy

This course will need to be completed by the end date, which is in 12 weeks.

How are digital skills used and enhanced?

IT/ Digital skills are fully embedded within the course as it is online.
The course is entirely delivered online through workbook learning and access. Learners will need to have access to a good internet connection and a computer. Learners will also need good IT skills. If learners are interested in developing their IT skills further, we have a number of Digital Skills courses available that may help.
The courseware is a pdf booklet that learners will read and then learners can go onto the website and answer questions to demonstrate their understanding. Learners may wish to print the booklet, but this is not necessary.
You will need to access YouTube to watch listening skills in action.

Health and Safety

Learners are encouraged to work safely. Poor positioning of equipment can lead to Repetitive Strain Injury (RSI). Discover more about safe ways to work with computer equipment here:
https://www.bbc.co.uk/bitesize/guides/zkyg87h/revision/1

E-Learning Ettiquette

Please make sure you and everyone at home are fully dressed when you are joining classes online, and that no personal information (address, bank details) can be seen.