

NCFE Level 2 Certificate In The Principles of Business Administration

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. This figure is expected to rise in coming years as the shortage of skills needs to be filled. 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.

Anyone with an interest in the responsibilities involved in a business administration role. By exploring the principles of a business environment, you will develop a competitive knowledge about this sector which can help you start a new career or progress within a current role.

Course content:

This course is split into seven manageable units, covering topics such as:

- Business document production and information management
- Developing working relationships with colleagues
- Business administration tasks and preparing text

Each unit contains activities and assessments designed to cover the specific learning outcomes.

Email Info@etacs.co.uk for more detail



ETA

Consultancy Services LLP