



# DISTANCE LEARNING

## NCFE Level 2 Certificate in Principles of Business Administration

**This qualification is designed to provide you with the underpinning knowledge to work in a range of different environments in a business administration role.**

While completing this qualification, you will develop the knowledge, understanding and essential skills employers look for in employees. These range from familiar 'key skills', such as team working, independent learning and problem solving, to more tricky-to-measure skills, such as:

- an appreciation for appropriate behaviour and dress
- appropriate interpersonal skills
- communicating with professional colleagues/peers and/or hierarchical seniors
- supporting other aspiring employees
- personal manners and deportment

You will achieve a total of 7 units;

- Principles of providing administrative services
- Principles of business document production and information management
- Understand communication in a business environment
- Understand employer organisations
- Understand how to develop working relationships with colleagues
- Know how to fulfil business administration tasks
- Understand how to store, retrieve and archive information

Objectives:

- Develop essential knowledge of how to carry out administration tasks such as how to manage information and support events.
- Know how to apply your own knowledge in a variety of industries and job roles.

**Typical duration:** 9 weeks

### ELIGIBILITY / ENTRY REQUIREMENTS

- Aged 19+
- Lived in the UK for 3 years

### PERSONALISED LEARNING PLATFORM

- This self-learning course has been developed to fit around you and your lifestyle.
- Assignments can be completed online or in a workbook format.
- You will be assigned a tutor who will be available to offer guidance and support through your learning journey.

For further information or to book onto an open day to start your learning journey, contact the Distance Learning Team; **0161-747-4674/0161-489-3907** or email; [distancelearning@tcg.ac.uk](mailto:distancelearning@tcg.ac.uk)

