

## LEVEL TWO CERTIFICATE IN PRINCIPLES OF BUSINESS ADMINISTRATION

Every organisation needs personnel who have the skills for effective business practice and efficient administrative skills. This course will give attendees the tools they need to improve their skills to further their employment opportunities. It aimed at anyone who works or wants to work in a business support role.

### Who is this course suitable for?

This course is suitable for those wanting to find more effective and up to date methods in handling a diverse number of administrative tasks whilst gaining skills and confidence to gain their experience of good business practice. It is suitable for those who may have some experience of business and administration as well as those who have no experience in this area.

This course is suitable for those candidates who are actively seeking employment, who are in receipt of benefits or who have been made redundant or under notice or threat of redundancy.

### Do I need any experience?

There aren't any specific recommended prior learning requirements for this qualification although prior administrative experience may be an advantage for attendees.

### What will I gain from this course?

Attendees will gain a City and Guilds Level 2 Certificate in Principles of Business and Administration on successful completion of 13 credits in the selected course. You will gain proof that you have the skills to do your job well – which is why so many employers look for people who have one. You can be confident that your qualification is well respected within your industry,

### What progression and career opportunities will this lead to?

This course could lead on to further training in :

- > Level 3 and 4 in Business Administration
- > Levels 2-4 in Customer Service
- > Leadership and Management Qualifications

Future Career Path Options could include:

- > Event Support, Project Management, Administrative Support, Business Administration

### How do I get further information?

To arrange for an interview from one of our experienced staff please contact our Customer Service Team via email or text. Alternatively, visit our Business Development Centre in person and speak directly to a member of the Customer Service Team. Your local Jobcentre Plus Advisor can also refer you for an interview with us.

☎ (01903) 606 114

✉ [business.solutions@nbcoll.ac.uk](mailto:business.solutions@nbcoll.ac.uk)

📍 Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY



### What will I learn on this course?

You will learn from a selection modules of the following 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

### What are the details of this course?

> **Venue**  
College Venue

> **Duration**  
2 – 3 weeks

> **Times**  
9am to 5.30pm

> **Cost**  
Free



**European Union**  
European Social Fund  
Investing in jobs and skills