

Level 2 Certificate in Business Administration



Gain business, admin and IT skills to help you gain employment in an office

The Level 2 Certificate in Business Administration is for learners who are new to an administration role or looking to progress into this type of job role. The course will allow learners to develop their knowledge and understanding of business and administration, resulting in the achievement of a nationally recognised qualification. at

What will I learn?

- The principles of personal responsibilities and working in a business environment
- The principles of providing administrative services
- The principles of managing information and producing documents
- The principles of contributing to innovation and change

Who is it for?

Anyone aged 19+, you may be entitled to a free course or financial help with childcare, equipment, or fees.

Where and when will it take place?

Courses start throughout the year at various locations across the Wakefield District. Times and durations vary.

What do I need to bring with me?

- 1 lever arch folder, coloured dividers, plastic wallets, pen and paper/notebook

Important Information about your Course:

- It is important we recognise and understand your needs to ensure the course meets your requirements. The course tutor will assess your existing skills.
- English literacy will also be an element of the skills check and may influence the choice of course available for you.
- You are required to attend and be punctual to all sessions.
- Learners will be expected to complete study at home.
- The course consists of four units and you will build on your knowledge of customer service week by week. Your tutor will give you regular feedback on your progress and what you need to do to improve on weaker areas.
- The course is assessed by a portfolio of evidence which will be built up week by week and assessed by your tutor.

How do I enrol?

For further information or to book on this course please contact:

Manygates Adult Education Centre

Telephone: 01924 303302

e-mail: manygates@wakefield.gov.uk



Education & Skills
Funding Agency