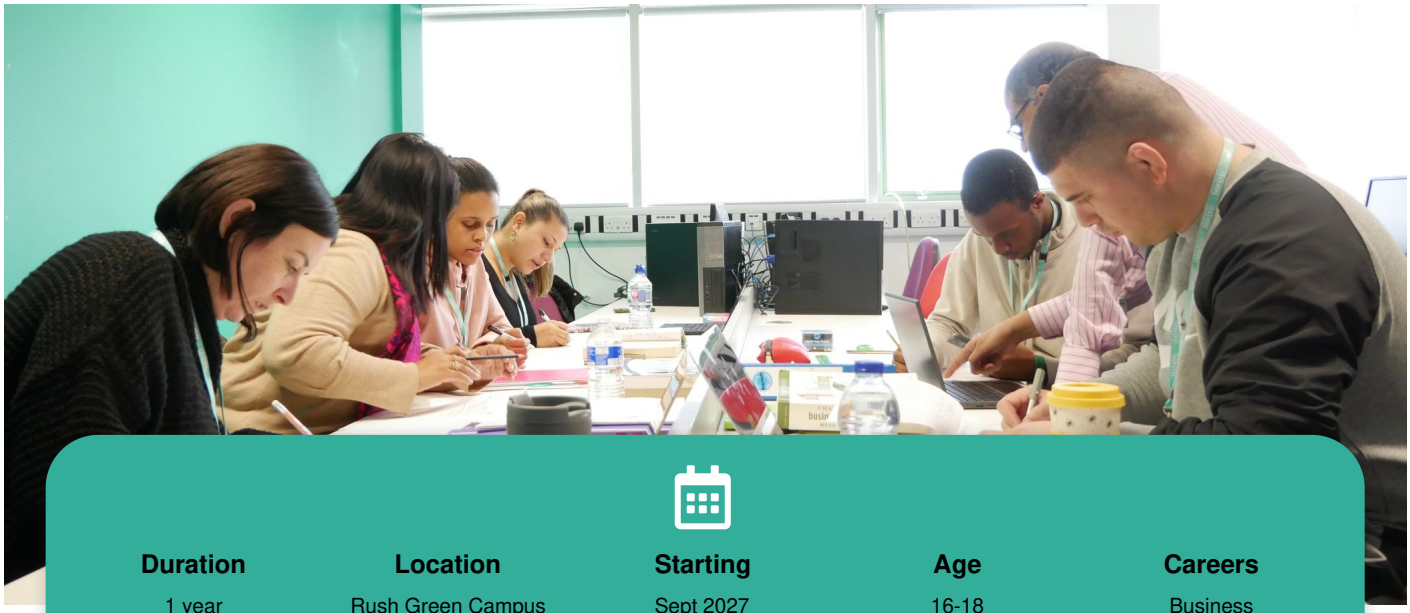
Level 2

# Principles of Business Administration

## NCFE Certificate



| Duration | Location | Starting | Age | Careers |
|---|---|---|---|---|
| 1 year | Rush Green Campus<br>Barking Campus -<br>Technical Skills Academy | Sept 2027 | 16-18 | Business |

### Course fees per year

AGE 16-18

**FREE**

Contact us to discuss what Financial support is available.

## Overview

This course is a full-time study programme, aimed at current and prospective business administration staff who wish to be successful business administration employees.

## What you'll learn

On this course you'll study the following units:

- Communication in a business environment
- Understand employer organisations
- Principles of providing administrative services
- Principles of business document production and information management
- Manage personal performance and development
- Develop working relationships with colleagues

## Assessments / Exams

You'll need to successfully demonstrate achievement and completion of all units and submit a portfolio of evidence. There is no exam for this qualification.

## Entry requirements

You will need to have GCSE Maths, English Language and two additional subjects at grade 3 (D) or above.

As part of the application process you will also be asked to explain why you want to study this course, so that we can ensure any course offer made aligns to your career goals.

## Links with employers

You'll have opportunities to gain valuable work experience with external employers, or at internal college events.

## What this course leads to

On successful completion of the course you could progress to Level 3 Business or Business Administration.

Visit this course on our website: *https://barkingdagenhamcollege.ac.uk/find/courses/0000012538*

For further information please contact the college: *https://barkingdagenhamcollege.ac.uk/contact*