

Business Admin Diploma Level 2

Course Code F15-11D



Venue: Room

Hyde Park House
Mutley Plain
Plymouth
Devon

Start Date:

End Date:

Sessions: 0

Day(s): Sunday

PL4 6LF

Start Time: 00:00

End Time: 23:59

Cost of course: Full Fee £673 Concession £0

Before you enrol on this course Please speak to a learning adviser, they can be contacted on 01752 660713. You will be asked to complete an assessment to ensure you can achieve at this level.

Entry requirements You should have already gained a Level 1 qualification or above in English. Once enrolled we will assess your general literacy skills.

Tell me about the course This qualification develops and accredits knowledge and skills needed to work in a business administration role. This qualification provides learners with a range of business and administrative skills such as collating and reporting data, organising business travel and accommodation and archiving information. This qualification is designed for those who are already working in a business administration role.

How will I learn? This is a practical course and the sessions will include tutor-led demonstrations, learner-led group activities, instruction and repetition. These will form part of the delivery together with one-to-one support as required. You will build a portfolio of evidence throughout the course which will include written assignments.

Will I need to study or practise outside the classroom? There will be formal assignments which may include essays, research, reading or preparing presentations.

How will I know I'm making progress? During the first session, your tutor/assessor will discuss your goals and current level in relation to the course. Deadlines for assignments will be set and written work will be assessed regularly. You will agree your progress and next steps to complete your portfolio with your assessor as the course progresses. You will receive feedback at regular intervals to ensure you are making progress towards the diploma.

What will I need for the course? Please bring a pen, notepad and a file for your hand-outs. Access to a pc outside the classroom is essential for completing classroom projects.

What can I learn next?

Learning Advisers will be happy to provide you with information of what progression is available. Visit our website at www.onsourcesouthwest.co.uk or contact us on 01752 660713 to make an appointment.

Please note

Most courses attract a subsidy from the Education and Skills Funding Agency and can be used to match funding for ESF. It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request.

Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.

Room numbers are subject to change - please check when you arrive at the venue.

ON COURSE SOUTH WEST CIC
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www.onsourcesouthwest.co.uk



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