

# Principles of Business Administration TQUK Certificate Level 2

## Course Overview

This qualification looks at all aspects of providing business administration support in a variety of settings. You will look at diary management, organising meetings, office equipment and the latest legislation linked to the job role. The qualification is completed from home and this particular course is available paper based or purely online. This flexible approach to learning allows you to gain qualifications from home with minimal disruption to you work or family commitments. On average the course takes 15 weeks to complete. The time frame depends on your availability and your prior knowledge. Whether working online or with paper materials you are supplied with all the information required to complete the course. The assessments are made up of questions asking you to describe, explain, identify or list information. To be able to pass this qualification answers must be in your own words, using sentences and paragraphs.

## What you will learn

During the programme you will complete the following units in order to gain your Level 2 qualification: 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 Understand how to carry out business administration tasks Understand how to prepare text After enrolment you are given 3 weeks for each submission, but if you require longer please contact the Distance Learning Team and they will happily agree an extension with you. If you have chosen to complete the course online you will receive a welcome email from Equal, our online learning platform. On there you will see a guidance video explaining how the platform works and you will find your initial submission dates there too. If you have chosen to receive a paper pack these will be sent out to you once you have completed the online enrolment. Your pack will contain a guidance sheet and your submission dates along with information on how to submit your work. This is a distance learning course, meaning all work is completed from home. You do not attend any classes. However, this doesn't mean you can't access support. We have a team of dedicated tutors available to provide any support you might need along the way.

## Entry Requirements

You must be over 19. You are asked to describe what you hope to achieve from the course during enrolment. This helps us to provide you the right advice and ensure you are on the right course and at the right level. If you are not a British Citizen you may have to complete a Fee Assessment to ensure you qualify for government funding.

## How you will be assessed

The assessment method is question and answer. It is NOT multiple choice, and all answers must be in your own words to demonstrate your understanding of the topic. The learning materials are there to guide your learning, they are not to be copied from. The best answers include the theory you have learnt, and how you have used the theory in your job role or in a real life scenario. This is a level 2 qualification. To be working at Level 2 you need to be able to write descriptions and explanations, using full sentences and paragraphs.

## Course Fees

The Level 2 distance learning courses are funded which is great news. If you are not a British Citizen you may need to complete a Fee Assessment to check funding eligibility.

## Course Progression

We have a huge choice of distance learning courses available at both Level 2 and 3. At the end of your course your tutor may suggest a suitable option for you or you can contact the distance learning team to advise you on the courses available. We also have a careers team available via phone email or in person who can help to plan a career pathway for you.

## What Happens Next

If you would like to enrol, please click on Apply Now. You will then be directed to the application form, once complete you will be emailed a link to the full enrolment page, the link will ask for an Enrolment Code, this will be sent to you via text message. If you need any help with enrolment, please contact the College and we will guide you through the process.

## Course Details

Course Code	P00072
Start Date	Various
Study Hours	Part Time
Duration	12 weeks
Campus	DISTANCE
Level	2

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