

## 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  
Principals 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 advise 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.

### 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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