

Business - Level 1 Introductory Certificate

The course will cover essential business and administration basics, such as how to work in the office environment and how to use office equipment. You will also develop employability and independence skills, time management, communication skills and teamwork.

WHAT WILL I STUDY?

Topics covered can include:

- Working in business and administration
- Creating business documents
- Welcoming visitors
- Ideas for small businesses
- Preparing for work
- Communication
- Investigating rights and responsibilities at work
- Supporting business meetings
- Job opportunities in business
- Recording business transactions

WHAT WILL I NEED?

You do not need to have any previous qualifications.

All applicants must have an initial assessment and interview to confirm that the course is suitable for them.

HOW WILL I BE ASSESSED?

You will be assessed on your completed practical tasks, against industry standards. Written assessment will include multiple choice questions, paper-based exams and written assignments.

WHAT WILL IT COST?

Start Date: 1 September 2025

Duration: 1 Year

Attendance: Part Time

Center: Enfield Centre

<https://www.capitalccg.ac.uk/course/pdf/12952/>



If you will be aged 19+ on 31st August prior to the start date of your course, up to Level 2, then your study with us will be free. You must have lived for 3 years within the EU/EEA/UK prior to the start of your course, you must have lived in the UK before 1st January 2021 and you must have permission to live in the UK for at least 12 months from the first day of learning. Please see [here](#) for the documents you will need to show us.

Some courses will have other associated costs, such as for specialist materials and trips. Many of our students are eligible for financial support, see [here](#) for details.

WHAT CAN I DO AFTER?

On successful completion of this course, you could progress to a Level 2 course, an apprenticeship or other employment.

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