



CITY AND ISLINGTON  
COLLEGE

**wk**<sup>©</sup>  
Westminster  
Kingsway College

The College of  
Haringey, Enfield  
and North East London



**Capital  
City  
College  
Training**

# Business Administration Principles - Level 2 Certificate

This qualification aims to provide you with the underpinning knowledge that is required by employees to work in a range of different environments in a business administration role. The objectives of this qualification are to help you develop essential knowledge of how to carry out administrative tasks such as how to manage information and supporting events as well as knowing how to apply their knowledge in a variety of industries and job roles.

This qualification forms part of a suite of knowledge-based qualifications. This qualification has been developed to enable you to progress into employment in a business administration role or onto higher-level studies.

You can enrol on our FREE distance learning courses from the comfort of your own home, with all workbooks and assessments available online with the help of your tutor who will be assigned to support you throughout your training. All you'll need is a computer (laptop or PC, Windows, or Mac), tablet and access to the internet.

Awarding body: NCFE/CACHE

Duration of course: 2-3 Months

Guided learning hours: 155

## WHAT WILL I STUDY?

To be awarded the Level 2 Certificate in Principles of Business Administration, learners are required to successfully complete 5 mandatory units and 2 optional units:

- Unit 01 – Principles of Providing Administrative Services
- Unit 02 – Principles of Business Document Production and Information Management
- Unit 03 – Understanding Communication in a Business Environment
- Unit 04 – Understanding Employer Organisations
- Unit 05 – Understanding How to Develop Working Relationships with Colleagues
- Unit 06 – Understand how to store, retrieve and archive information
- Unit 07 – Understand customer service

## WHAT WILL I NEED?

**Time:** This is an online course that you can work on at your own pace. You will be allocated a tutor to provide you with online guidance and support.

**Duration:** This course typically takes 2 - 3 months to complete

**Venue:** Online



**Capital City  
College Group**  
[www.capitalccg.ac.uk](http://www.capitalccg.ac.uk)

To enrol with us you must live in London or a non-devolved area of England and

- Be aged 19 or over
- Be able to provide a British or Irish Passport with three years' residency in the EU/EEA or
- Have a European Union Settlement Scheme residence (EUSS) with three years' residency in the EU/EEA and UK and have lived in the UK prior to 31 December 2020 or
- Have a biometric residence card permitting study in the UK along with having lived in the UK for the at least the last three years and
- Be able to provide current proof of JSA, IS, UC or ESA or proof of salary

Register interest and BOOK NOW

You will be contacted and asked to complete a short English assessment and enrolment, on-line or at the College

If you have any further questions, or are unsure if you meet any of the eligibility criteria for a free course, please contact the Distance Learning Team: [dl@capitalcct.ac.uk](mailto:dl@capitalcct.ac.uk) - 0207 963 4107

## WHAT WILL IT COST?

FREE – If you meet the eligibility criteria

## WHAT CAN I DO AFTER?

The qualification can support progression to further sector-specific training and qualifications for the following types of roles:

- Travel and Tourism
- Sport and Recreation
- Retail
- Arts, Media and Publishing
- Health, Public Services and Care

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