

Administration

VOCATIONAL

Level 2 & 3
VRQ

Entry requirements

- Skills in Mathematics and English Language
- An ability to make financial calculations
- Be able to write with correct grammar and spelling

Why choose this course?

Administration is sometimes called 'Business or Business Administration'. It involves learning about the way businesses are organised but will focus on the practical concepts that allow businesses to operate effectively.

There are common ways in which businesses organise their finances and communications with each other and with customers. Administration courses teach you these standard procedures and help you develop the skills you will need.

Examples of topics covered:

- Word processing, mail merge and delivering business presentations
- Written business communications and communications with customers
- Teamwork in administration

Further information?

For more information talk to your VRQ Co-ordinator or call our Sixth Form on 01752 720031

What will you study?

What does the course involve?

Diploma in Administration

Level 2 : Mandatory Units:

- Manage own performance in a business environment
- Improve own performance in a business environment
- Contribute to the organisation of an event
- Work in a business environment
- Communicate in a business environment
- Plus optional units

Level 3 : Mandatory Units:

- Manage own performance in a business environment
- Improve own performance in a business environment
- Contribute to the organisation of an event
- Work in a business environment
- Communicate in a business environment
- Plus optional units

Possible career pathway

Most Administration students will progress on to an apprenticeship or work with a company that will offer further training. Some with Level 2 will find work in offices in a junior position until they have gained experience. Those who have completed Level 3 may well progress to Higher Education or a job with a company that offers management training programmes.

Note: This is our current offer which is subject to change
