



CACHE LEVEL 2
**BUSINESS
ADMINISTRATION**





The Course

There were an estimated 5.5 million private sector businesses in the UK at the start of 2016. Despite the recent economic difficulties, the trend has been steadily increasing in the business population. Today's global economy brings with it a wealth of new markets, shrinking profit margins and increasing operating expenses; the need for good business administration has never been greater.

Benefits

- Achieve a nationally recognised Level 2 qualification
- Evidence your competency to employers
- Further your personal and professional development
- Learn at a time that suits you without the need to attend college
- Gain relevant skills, knowledge and understanding, leading to improved experience for those using your services

What you will learn

- 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



Lived in the EU
for **3 years**



Aged 19+ at the
beginning of the
academic year



You could study
this course
for **FREE!**



Online
paper-based
delivery

How to Sign Up

Learners may be eligible for funding which means the course won't cost a thing to complete (subject to eligibility). There is a £125 cancellation fee if a learner enrolls and fails to complete or withdraws early from the course. This fee is to cover administration costs. We may be able to offer extensions if learners are unable to meet the set submission deadline. Please read the declaration on the enrolment form carefully before signing up.

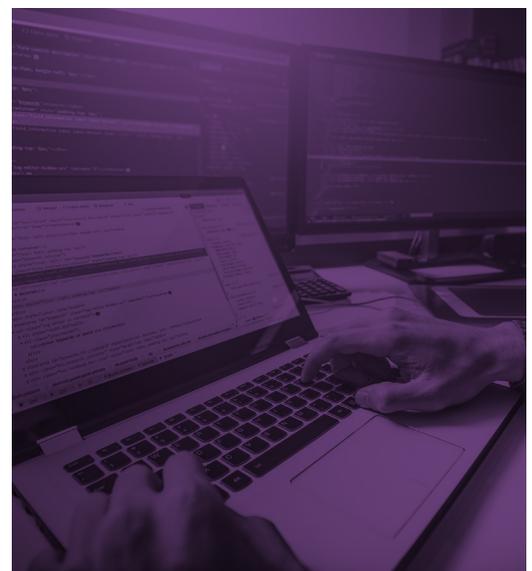
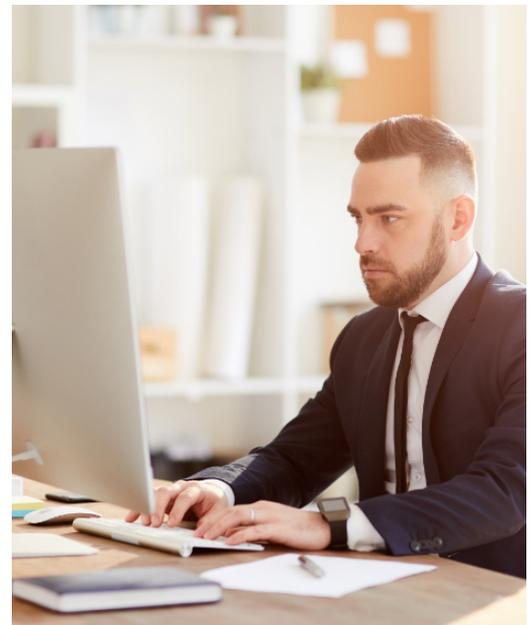
What happens after enrolment?

1. Submit your enrolment form and get instant access to begin your course
2. We'll process your funding application, and a tutor will be assigned to support you through your course
3. Receive text reminders when your work is due
4. Your work will be marked and returned to you within 7 days
5. Once you've submitted your work, we'll apply for your certificate

How learners use this course

This Level 2 course in the Principles of Business Administration can help with professional development and could lead to careers specialising in Business Admin. This is especially useful for careers like;

- **School Business Manager**
(£25,000 to £55,000)
- **Business Project Manager**
(£22,000 to £70,000)
- **Sales Administrator**
(£17,000 to £28,000)





It was a great course...

It was a great course and I felt the information was easy to understand, well displayed and my tutor/assessor was full of information and encouraging feedback.

Date of experience: June 2022



A great opportunity to complete a free course...

A great opportunity to complete a free course during my maternity leave. Very supportive tutor and telephone operators.

Date of experience: June 2022



The tutor was always quick to respond...

The tutor was always quick to respond to any questions I had always helpful. I never felt under pressure and it was great to study at a steady pace. I enjoyed this so much that I am ready to enrol on another course!!

Date of experience: June 2022



Amazing online course...

Fantastic support throughout the course. Learnt so much and well worth doing. Will make my job a lot easier and understand as much as I can what people with Dementia go through on a daily basis.

Date of experience: June 2022

