

ADVANCED BUSINESS ADMINISTRATION

This training programme provides an upskilling opportunity that can support career progression within the industry. It is ideal for those who are in roles that require the need to provide higher level administrative support. Examples of such roles are HR Assistants, Sales Administrators, Executive Assistants or Office Supervisors. This programme will give employees the skills and confidence needed to provide excellent support within a business.

Is this training programme for your business?

This programme is ideal for new and talented employees who want to learn and progress, or for your existing employees who are looking to retrain or upskill. It is ideal for those looking to develop their skills within the industry.

Course content

- Diploma in Business Administration Level 3
- Functional Skills Maths Level 2
- Functional Skills English Level 2
- Functional Skills ICT Level 2
- Employee Rights and Responsibilities (ERR)
- Personal Learning and Thinking Skills (PLTS)



Call: **01388 777 129**

Email: **training@learningcurvegroup.co.uk**

Visit: **www.learningcurvegroup.co.uk**

The Benefits

Key benefits for the employee

- Nationally accredited and recognised qualification
- Earn whilst you learn
- Scope for career progression and personal development
- Support and guidance from experienced subject experts
- Confidence and motivation within the job role

Key benefits for the employer

By enhancing the knowledge, skills and behaviours of your employees, this will, in turn, have a positive impact on your strategic business objectives. The affordability of the programme often results in a greater return of investment than other alternative training, such as graduate programmes.

How your employees will learn

We want to help your employees get the most from their training programme. Therefore, we will provide them with the support and guidance they need through a mixture of face-to-face and online learning. Learners will have a dedicated Talent Coach who is there to guide them through their training programme. As well as their Talent Coach, learners have unlimited access to learning and support materials online. They will also be allocated a dedicated Functional Skills Tutor if applicable. All of this will help the learner to meet the standards set, resulting in them becoming competent and fully qualified.

What your employees will learn

Mandatory units to be achieved:

1. Principles of business
2. Principles of business communication and information
3. Communicate in a business environment
4. Principles of administration
5. Manage personal and professional development

Call: **01388 777 129**

Email: **training@learningcurvegroup.co.uk**

Visit: **www.learningcurvegroup.co.uk**