

L&F offer an NVQ Level 2 Diploma in Business Administration accredited course, bespoke to your needs and requirements. The course is for those whose role requires them to offer a broad range of office skills within their employment.

The qualification will provide the knowledge and skill to assist in day to day work, it will give them the opportunity to demonstrate the skills and knowledge of customer handling, administration, communication and IT. They can cover a broad spectrum of optional units to enable you to tailor the qualification to our own specification. These include; handling mail, using a telephone and voicemail system, monitoring information systems and collating and reporting data.

We offer an NVQ Level 2 Business Administration accredited course, bespoke to your needs and requirements. Any of your employees can benefit from this course which is completely free of charge (subject to availability) and in the comfort of your own premises, all we require is a few hours a week to come in and deliver the training programme.

For more information on this or any other courses please contact Fran Deeley on 07867692924

