

We can offer a VTCT Level 2 Diploma in Business Administration for you and your employees.

Whether you're looking for a one-off Business Administration course for a handful of employees, or have a large workforce which requires a long-term structured programme of Business Administration training, we will design a package which fully meets your needs and objectives.

We offer the NVQ level 2 Diploma in Business Administration accredited course bespoke to your needs and requirements. Your employees, in some instances, can do this course in the comfort of your premises.

The course is for those whose roles require you to offer a broad range of office skills within your employment. This qualification will provide the knowledge and skills to assist in day to day work, it will give you the opportunity to demonstrate the skills and knowledge of customer handling, administration, communication and IT. The mandatory units cover the principles of administration in a business environment.

You can cover a broad spectrum of optional units to enable you to tailor the qualification to your own specification. These include, handling mail, using a telephone and voicemail system, monitoring information systems and collating and reporting data.

A package meeting you and your Business Administration requirements will be put together in a bespoke tailor made package.

For more information on this or any of our other customer please contact

Fran Deeley on 07867692924