

Level 1 Certificate in Business Administration

This qualification will give you an overview of what working in business administration can be like and will also provide you with business administrative and employability skills required for a workplace

Key information

Level	Level 1 City & Guilds
Delivery	Hayes Campus: College Way, Hayes, UB3 3BB / Harrow on the Hill Campus: Lowlands Road, Harrow, HA1 3AQ
Duration	7 days (Mon - Fri)
Timings	9.30am - 3.00pm
Cost	Free, subject to meet entry requirements
Entry requirements	<p>HCUC Apprenticeships and Skills has to give priority to applicants who are in receipt of the four main benefits: Job Seekers Allowance, Employment Support Allowance, Universal Credit, Income Support. Training is free for people with Right to Work in the UK, proof of ID, learners or their spouses must have been a resident in UK/EU for the last 3 years. To be eligible whilst working, those living inside the Greater London Area need to earn less than £21,547.50</p> <p>To access this course you will need:</p> <ul style="list-style-type: none"> • Good general communication skills in English • English literacy proficiency at Entry Level 3 or above
Who is it for?	Individuals looking to gain insight in business admin and employability skills
Qualifications	City and Guilds Certificate in Business Administration at Level 1

This FREE training will help you to:



Increase your career opportunities in business admin and improve your work performance



Work efficiently as an administrator and complete tasks to the best of your ability



Be confident when communicating with others and understand how an office operate



Positively represent yourself and succeed in interviews with your new found knowledge

What you can do after completing the course?

- Progress to a Level 2 ICT course
- Pick up another training course with HCUC to further develop your skills
- Get into part time / full time employment
- Start an Apprenticeship

Course content

Business Administration - Skills Covered Summary

- This level 1 Certificate in Business Administration qualification has been designed to meet the needs of adult learners who are either seeking employment in administrative support roles or within any office environment
- This qualification will give you an overview of what working in business administration can be like and will also provide you with business administrative and employability skills required for a workplace

Working in Business and Administration

- Understand the role of an administrator within an office
- Be able to carry out routine administrative tasks
- Be able to present themselves positively
- Be able to organise their work effectively
- Know the importance of confidentiality of information

Creating Business Documents

- Know that there are different types of business documents
- Know why it is important to use the right communication style in business documents
- Be able to produce routine business documents

Developing Yourself

- Take an active role in their self-development
- Be able to plan for their self-development
- Review their self-development and plan for the future

Working as Part of a Group

- Understand how to contribute to working as part of a group in appropriate ways
- Demonstrate how to work as an effective group member
- Review the group's progress and contribution and explain its impact