



FutureSkills North East

C.I.C.

Creating better communities through learning

'Get Skilled Up' Workforce Development (Business Administration) Qualifications



Level 2 Diploma in Business & Administration

Who is the programme for?

Do you work in an administrative role as a paid worker or volunteer? If you do, then this programme is for you!

What is covered on the course?

A range of topics are covered in the qualification, including:

- Communicating in a business environment;
- Principles of providing administrative services;
- Principles of business document production and information management;
- Managing personal performance and development;
- Developing working relationships with colleagues.

Where will the qualification be delivered?

The qualification is delivered and assessed in the workplace or other convenient venue.

How is the qualification assessed?

Using a range of methods, for example, observation, product evidence, questioning, and professional discussions. All of these form part of your overall learner portfolio.

How long will the qualification take to complete?

Learners will be assigned an Assessor, who will work with them to complete the qualification. Timescales for completing the qualification are flexible, it usually takes between 6 and 9 months.

How much does the qualification cost?

£450.00

Level 3 Diploma in Business & Administration

Who is the programme for?

Do you work in an administrative role as a paid worker or volunteer? If you do, then this programme is for you!

What is covered on the course?

A range of topics are covered on the programme; these include:

- Principles of business communication and information;
- Manage personal and professional development;
- Principles of business;
- Principles of administration;
- Communicating in a business environment.

Where will the qualification be delivered?

The qualification is delivered and assessed in the workplace or other convenient venue.

How is the qualification assessed?

Using a range of methods, for example, observation, product evidence, questioning, and professional discussions. All of these form part of your overall learner portfolio.

How long will the qualification take to complete?

Learners will be assigned an Assessor, who will work with them to complete the qualification. Timescales for completing the qualification are flexible, it usually takes between 6 and 9 months.

How much does the qualification cost?

£475.00

Level 4 Diploma in Business & Administration

Who is the programme for?

Do you work in a senior administrative role as a paid worker or volunteer - then this programme is for you!

What is covered on the programme?

A range of topics are covered on the programme, including:

- Supporting business activity
- Managing sustainability and risk;
- Communicating in business;
- Ethics and Culture business;
- Managing people and performance;
- Personal Development;

Where will the qualification be delivered?

The qualification is delivered and assessed in the workplace or other convenient venue.

How is the qualification assessed?

Using a range of methods, for example, observation, product evidence, questioning, and professional discussions. All of these form part of your overall learner portfolio.

How long will the qualification take to complete?

Learners will be assigned an Assessor, who will work with them to complete the qualification. Timescales for completing the qualification are flexible, it usually takes between 6 and 9 months.

How much does the qualification cost?

£525.00

For further information or to enrol on any of our programmes,
please contact:

Darren Thompson

info@futureskillsnortheast.org.uk

or

0191 440 3360