

## Business Administration - NCFE L1 Certificate

Course Name	Start Date	End Date	Site	Total Fees
Business Admin - NCFE Level 1 Certificate - Distance Learning	10/09/2025	31/07/2026	Distance Learning - Home	65.00

### Course Description

**\*As this is a Distance Learning course, you can apply at any time during the academic year. However, please note that when you apply for a course, your place is not guaranteed until you receive confirmation from a member of our Customer Services Team\***

### Business Administration - Level 1 - Distance Learning

#### Content & Overview:

#### **Thinking about working in an office or business environment?**

This course is a great introduction to the world of business administration. Whether you're just starting out, returning to learning, or looking to develop workplace skills, this course will give you a solid foundation in admin duties, communication, and teamwork - key skills needed in most industries.

You'll also boost your confidence with practical knowledge that applies to real working environments.

#### What you'll learn:

- What business administration involves and the different roles available
- How to handle information, produce simple documents, and support meetings
- The basics of working in an office or team-based setting
- How to communicate effectively and follow instructions
- Essential skills like time management, professionalism, and health & safety awareness

#### Suitable for:

This course is ideal if you:

- Are interested in admin, office support, or reception-based roles
- Want to build workplace confidence before applying for jobs or apprenticeships
- Have little or no previous experience in business or administration
- Have completed an Introduction to Business Administration course and are ready for the next step

### Entry Requirements & Important Eligibility Information:

Please note that the **NCFE Level 1 Certificate in Business Administration (Distance Learning)** is only suitable for individuals who are currently employed in a relevant customer service role. This is essential to meet the course requirements, which include demonstrating skills and knowledge within a real working environment.

If you are not currently employed in a suitable role but are interested in developing your customer service skills, please contact us to discuss alternative learning opportunities.

**Delivery method:**

Independent study using Google Classroom resources. Online support from your tutor.

**Progression route:**

Level 2 NCFE Principles of Business Administration

**DISCLAIMER:**

When applying for this course, you must provide evidence to confirm eligibility for funding, proof of ID and full address. Applying for a course does not mean you are automatically enrolled. You must be 19+ on 31 August 2025 and a UK resident.

Our dedicated team will be happy to help – just call us on 01724 297146 or contact us on

<https://northlincsadulteducation.co.uk/contact>