

Principles of Business Administration - NCFE L2 Certificate

Course Name	Start Date	End Date	Site	Total Fees
Principles of Business Administration - NCFE Level 2 - Distance Learning	01/08/2025	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

Principles of Business Administration - Level 2 - Distance Learning

Content & Overview:

This course is a knowledge-based qualification designed to provide learners with a strong foundation in business and administrative practices.

You will explore the essential principles behind working in a business environment, including effective communication, managing information, delivering quality customer service, and supporting day-to-day operations.

This course is delivered entirely via distance learning, giving you the flexibility to study around your personal or professional commitments, with the support of a qualified tutor throughout.

Whether you're looking to enter the world of administration, upskill for your current role, or work towards a future apprenticeship or qualification, this course provides a nationally recognised certificate to support your career progression.

What you'll learn:

Mandatory Units: Unit 01 - Principles of Providing Administrative Services

Learn about reception services, mail handling, and making business travel arrangements.

Unit 02 - Principles of Business Document Production and Information Management

Understand formatting, security, and distribution of business documents.

Unit 03 - Understand Communication in a Business Environment

Explore different methods of communication and how to adapt your message for purpose and audience.

Unit 04 - Understand Employer Organisations

Learn how businesses are structured and how the wider economy affects organisations.

Unit 05 - Understand How to Develop Working Relationships with Colleague

Build knowledge of teamwork, collaboration, and workplace behaviour. **Suitable for:**

This course is ideal for individuals who want to build knowledge and confidence in business administration, including:

- Those new to the sector – who want to understand the principles and expectations of working in an office or business environment.
- Individuals looking to change careers – and gain a recognised qualification to improve employability.
- Current employees in admin or office support roles – who want to upskill, refresh their knowledge, or prepare for progression.
- School or college leavers – who are seeking an entry-level qualification to support their CV.
- Jobseekers – who need to demonstrate administrative knowledge to potential employers.
- Those preparing for a Level 3 apprenticeship – such as Business Administrator, Customer Service Specialist, or Team Leader.

Entry Requirements & Important Eligibility Information:

No prior experience is needed - just a willingness to learn and basic written English and IT skills.

Delivery method:

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

Progression route:

Apprenticeship Business Admin L2 or L3 (NLC staff ONLY)

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>