

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	01/09/2026	31/07/2027	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:**

You must be 19+ on 31 August 2026. You must also be resident in the Greater Lincolnshire County Council Area (GLCCA) on the first day of learning.

When applying for this course, you must provide evidence to confirm eligibility for funding, this includes proof of ID and proof of address. In addition, we will also require evidence if your income and or benefits, is £26,800 gross or below.

If you have not attached the evidence to your application, please provide using one of the following methods:

- In person - please bring to the Business Admin office (F09) at Ashby Community Hub
- Email - the evidence to **nlacl.enquiries@northlincs.gov.uk**

The business admin team will contact you if any other eligibility requirements are required, based on your individual application. Please note applying for a course does not mean you are automatically offered a place on the course.

If you need further assistance or have any questions, please contact our dedicated team will be happy to help – just call us on 01724 297146 or contact us on

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