

Introduction to Business Administration - Tailored Learning

Course Name	Start Date	End Date	Site	Total Fees
Introduction to Business Admin Ashby Hub - Thursday Morning - Tailored Learning	24/09/2026	15/10/2026	Ashby Community Hub	0.00

Course Description

Introduction to Business Admin - Tailored Learning

Content & Overview:

This course is ideal if you are thinking about a career in business administration or office work and would like to build your confidence before progressing onto a full qualification. It introduces the skills and knowledge needed to work in an administrative role.

You will be taught in a small, supportive group.

You'll learn how to:

- Communicate professionally with colleagues and customers
- Develop organisational and time management skills
- Understand professional behaviour and expectations in the workplace
- Learn the importance of confidentiality and handling information appropriately
- Recognise basic health and safety responsibilities in an office environment
- Build confidence using common workplace skills and procedures
- Explore progression routes into employment or the NCFE Level 1 Certificate in Business Administration

Understand the role of a Business Administrator and the different types of administrative jobs available

There are no exams on this course. You will take part in practical activities, group discussions and tutor-led exercises to help develop your skills and confidence.

Suitable for:

Entry requirements:

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You must have no previous experience or knowledge in this topic and be actively seeking employment.

Delivery Method:

Face to face

Progression route:

After completing the course, you could:

- Move onto Principles of Business Administration (Distance Learning)
- Gain employment

Support is available from our Information, Advice and Guidance team.

Any additional information:

NA

DISCLAIMER:

You must be 19+ on 31 August 2026 and ordinarily resident in England for the last 3 years. 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, if £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 nlac.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

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