

Level 2 Certificate in Principles of Business and Administration

Dates:

Locations:

Please note: this course is currently unavailable until September 2025.

This qualification provides learners with the knowledge that is required to work in a range of environments in a business administration role. Learners will know how to carry out administrative tasks such as managing information and supporting events and will be able to apply their knowledge in a variety of industries and job roles.

Entry Requirements

In order to undertake this course, you must have English at Level 1. You will need to know how to use an electrical device such as; a computer, laptop or tablet due to the delivery of the course being all online.

What topics does the course cover?

To be awarded this qualification, learners are required to successfully complete the 5 mandatory units and 2 optional units.

Principles of providing administrative services
Principles of business document production and information management
Understand communication in a business environment
Understand employer organisations
Understand how to develop working relationships with colleagues.

Optional Units:

Understand how to carry out business administration tasks
Understand how to store, retrieve and archive information

How will I be taught and assessed?

You will be provided with online learning materials which covers all aspects of your course. You will be required to complete assessments for each of the units within the course and submit these by the deadline dates provided at induction. You will be allocated an assessor at the start of your course and they will support you to ensure you have a successful outcome. IT skills will be developed throughout your course and basic English skills will be assessed and discussed on an ongoing basis.

Are there any other costs or equipment I need to get?

The course is free if you meet the eligibility criteria. You must be a UK resident or have lived in the UK for 3 years or more and be aged 19 or older on 31 August 2025. You will need internet access so that you can respond to email and a digital device that will enable you to type your answers into a web-based platform.

By the end of the course what should I be able to do?

On successful completion of this course, you will have::

- Developed essential knowledge of how to carry out administrative tasks such as how to manage information and supporting events
- Know how to apply their knowledge in a variety of industries and job roles

What are the progression opportunities following this course?

If you are interested in progressing to further study at the next level of vocational learning, the following qualifications are available:

Level 3 Certificate in Principles of Business Administration

It may also be useful to learners studying qualifications in the following sector areas:

- Travel and Tourism
- Sport, Leisure and Recreation
- Retail
- Health, Public Services and Care
- Arts, Media and Publishing