

Course Information



North Warwickshire
& Hinckley College

Part of North Warwickshire and South Leicestershire College

Apprenticeship Level 2 Business Administration

LEVEL 2	COURSE AREA Apprenticeships	CAMPUS	COURSE CODE A0710
-------------------	---------------------------------------	--------	-----------------------------

ABOUT

During this twelve month programme you will build a portfolio demonstrating your ability against six core units.

MODULES

- Communication in a business environment
- Principles of providing administrative services
- Principles of business document production and information management
- Understand employer organisations
- Manage personal performance and development
- Develop working relationships with colleagues.

ENTRY REQUIREMENTS

Entry requirements are a Level 2 qualification in a relevant subject or relevant work experience depending on the employer

MODE OF STUDY

Day Release

Contact our Admissions Team for more information on:

Email enquiries@nwslc.ac.uk

Call 0330 058 3000

Visit www.nwslc.ac.uk