

### Is this course for me?

This qualification is aimed at people who perform a broad range of administrative tasks. If you work in a supporting role in an office environment, then this course is for you.

### What will I learn?

This qualification will enable you to develop best practice within your role.

### How much does it cost?

For more information on the cost please call a member of the Business Base Team on 0208 909 6011

### How do I achieve this qualification?

This qualification is a practical work-based course, so you don't have to take exams and you don't have to attend college. To achieve this qualification you will have to gain 21 credits, 14 of these must come from the achievement of the level 2 units. The evidence of your competence is generated from your day-to-day work.

### Mandatory Units:

- Manage own performance in a business environment
- Improve own performance in a business environment
- Work in business environment
- Communicate in a business environment

### How long will I study?

Between 6 - 9 months.

### What do I need to get onto the course?

- You must be working within a job role that relates to the qualification you are working towards.
- UK or EU passport holder, or ability to demonstrate 3 years of unbroken residency within the UK.
- Score at least Entry Level 3 or above on the Initial Assessment basic skills test.

### How will I benefit from this qualification?

- You will have greater opportunities to develop new skills.
- You will get recognition for your existing skills.
- By completing this qualification, you will also develop better career progression opportunities.

### How will your employer benefit from this qualification?

- Improved staff motivation and performance.
- The opportunity to ensure that staff CPD meets the national standards.
- Improvements in the service being provided to service users.

### How do I enrol?

To enrol on this course, please call a member of the Business Base team on 0208 909 6011.