

**Futures**  
FOR BUSINESS

# Business Administration

## Adult Training Courses

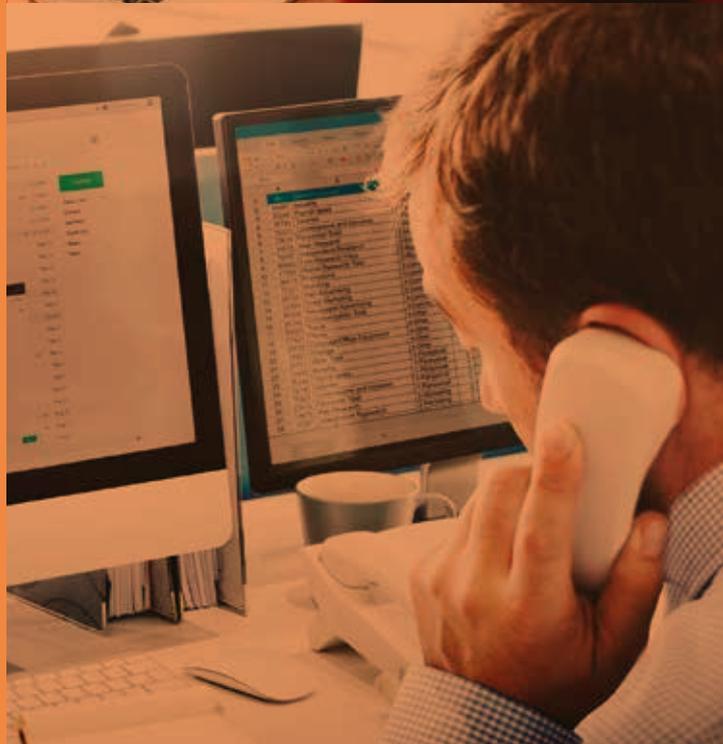
Business Administration is one of the key skills and competencies that are required in any modern office environment.

Futures for Business are proud to offer a training course that will improve your administration skills and increase your chance of gaining sustainable employment or progressing in your career.

Within this course, our specialist trainer provides a blended approach to learning, delivering theory-based sessions which can then be applied in an office based environment.

Working across the East Midlands, we help people to gain the skills needed to enter into sustainable employment or progress in their chosen career.

All of our training courses come with accredited qualifications recognised by employers and support with entry into further education.



## What will the course cover?

Our business administration programme will help you to develop personal skills and attributes needed to work effectively in an office or administration environment. With a supportive tutor on hand to guide you through the process, you will learn the core skills of:

- Using various office equipment such as a printer, scanner and shredder as well as using computer packages such as Microsoft Word.
- Creating business documents such as letters, templates and invoices. You will also have the opportunity to gain experience taking minutes.
- Identifying communication styles used in business documents and putting these into practice.
- Welcoming visitors: using appropriate communication, making the visitor feel welcome and following company procedures.
- Handling mail: recognising different types of mail, identifying postal charges and understanding the connection between mail handling and confidentiality.

## What qualifications will I receive?

At the end of the course, upon satisfactory completion, all learners will gain up to two fully accredited qualifications through City and Guilds:

- Level 1 Certificate in Business and Administration
- Level 1 Certificate in Employability

This course is delivered over a 2-3 week programme of learning\*

## How is the qualification assessed?

The qualification will be assessed through a portfolio of evidence. This consists of a structured workbook and a range of practical activities that the learner will complete as part of the course with support provided from a qualified tutor.

## Is it right for me?

- Do you have experience in Business Administration but have no formal qualification?
- Could you see yourself working in an office environment?
- Do you like a varied and flexible workload?

If so, this is the ideal opportunity for you.

This course is best suited to beginning or developing a career in a range of vocational roles including administration, secretarial work, finance assistant and office management amongst many others.

Upon completion, the programme supports progression onto further qualifications such as apprenticeships or higher education.

\* subject change based on chosen qualifications

### What people say about our training

"The tutors, Caroline Killen and Kevin Farmer, very encouraging, supportive and patient, were imparting as much knowledge as they could. The business and administration knowledge was invaluable."

### Get in touch

To find out more about our training courses email [thehub@futuresforbusiness.com](mailto:thehub@futuresforbusiness.com) or call 0345 266 9799