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Start something...

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Business and administration



Northumberland College offers a comprehensive range of business and administration courses for people who want to develop skills for work in the business, finance, administration and secretarial sectors.

Our full and part time courses range from level 1 to level 5 and are suitable for those who want to enter a career in this diverse sector or wish to develop additional skills to progress in their current career.

Learning opportunities include business and administration, secretarial and office technology, management, team leading, retail and customer service.

You can choose from flexible learning options that fit around your lifestyle and work commitments. Many courses are offered in the evenings, as distance learning and are available at our centres in Ashington, Berwick and Blyth as well as community venues throughout Northumberland.

We also cater for organisations who wish to enhance the qualifications and effectiveness of their staff.

If you're new to the sector you'll be able to learn in a realistic business environment in our well equipped training office at our Ashington campus.

If you already work in the field, you can choose from a range of NVQ courses that allow you to gain qualifications by distance or work based learning. Our eNVQ courses in management, customer service and business and administration are predominantly based on electronic learning.

You can study the A1 and V1 assessor qualifications through distance learning or eNVQ.

If you have some office experience and would like to achieve a level 3 qualification our brand new Certificate in Administration (Business Professional) course may be the course for you.

Business and administration

| Course title | Start date | Wks | Day/Time | Code | Location |
|---|------------|---------|-----------------|----------|-------------|
| Business and Management | | | | | |
| NVQ 2 Team Leading | Flexible | 56 | TBC | BUS0014D | Distance/EI |
| NVQ 3 Management | Flexible | 56 | TBC | BUS0001D | Distance/EI |
| NVQ 4 Management | Flexible | 56 | TBC | BUS0003D | Distance/EI |
| NVQ 5 Management | Flexible | 56 | TBC | BUS0005D | Distance/EI |
| NVQ 2 Retail Operations | Flexible | 56 | TBC | BUS0034D | Distance/EI |
| NVQ 3 Retail Operations | Flexible | 56 | TBC | BUS0017D | Distance/EI |
| Apprenticeship Retail Skills Level 2 Programme | Flexible | 2 Years | TBC | BUS0105P | Workplace |
| Advanced Apprenticeship Retail Skills Level 3 Programme | Flexible | 2 Years | TBC | BUS0106P | Workplace |
| Award in Assessing Candidates (A1) | Flexible | 56 | TBC | BUS0036D | Workplace |
| Award in Conducting Internal Quality Assurance (V1) | Flexible | 56 | TBC | BUS0037D | Workplace |
| Award in Computerised Accounts Level 1 | Flexible | 12 | Tue 13:30-16:00 | BUS0082P | Ashington |
| Award in Computerised Accounts Level 1 | Flexible | 12 | Tue 18:00-20:30 | BUS0083E | Ashington |
| Administration and office technology | | | | | |
| Certificate in Administration (Business Professional) Level 1 | 13-Sep-10 | 30 | Wed & Thu | TBC | Ashington |
| Certificate in Administration (Business Professional) Level 1 | 13-Sep-10 | 30 | Wed & Thu | SEC0046P | Berwick |
| Certificate in Administration (Business Professional) Level 2 | 13-Sep-10 | 25 | Mon & Fri | SEC0027P | Ashington |
| Certificate in Administration (Business Professional) Level 2 | 13-Sep-10 | 25 | Mon & Tue Day | SEC0027P | Berwick |
| Certificate in Administration (Business Professional) Level 3 | 16-Sep-10 | 30 | Thu 09:00-12:15 | SEC0078P | Ashington |
| Certificate in Administration (Business Professional) Level 3 | 13-Sep-10 | 30 | Mon & Tue | TBC | Berwick |
| NVQ 2 Business and Administration | Flexible | 56 | TBC | SEC0028D | Workplace |
| NVQ 3 Business and Administration | Flexible | 56 | TBC | SEC0031D | Workplace |
| NVQ 4 Business and Administration | Flexible | 56 | TBC | SEC0033D | Workplace |
| Apprenticeship Business and Administration Level 2 Programme | Flexible | 2 Years | TBC | SEC0043P | Workplace |
| Advanced Apprenticeship Business and Administration Level 3 Programme | Flexible | 2 Years | TBC | SEC0030P | Workplace |

| Course title | Start date | Wks | Day/Time | Code | Location |
|--|------------|--------|-----------------|----------|-----------------------------|
| NVQ 1 Customer Service | Flexible | 52 | TBC | SEC0069D | Workplace |
| NVQ 2 Customer Service | Flexible | 56 | TBC | SEC0036D | Workplace |
| NVQ 3 Customer Service | Flexible | 56 | TBC | SEC0038D | Workplace |
| Certificate in IT Users Skills Level 1 | 15-Sep-10 | 20 | Wed 09:15-12:00 | SEC0001P | Ashington / Berwick |
| Certificate in IT Users Skills Level 2 | 15-Sep-10 | 35 | Wed 09:15-12:00 | SEC0002P | Ashington / Berwick |
| Secretarial | | | | | |
| Award in Text Processing Level 1 | Flexible | 16 | TBC | SEC0053P | Ashington / Blyth |
| Award in Text Processing Level 1 | Flexible | 16 | TBC | SEC0059E | Ashington |
| Award in Text Processing Level 1 | Flexible | 16 | TBC | SEC0053P | Berwick |
| Certificate in Text Processing Level 1 | Flexible | 32 | TBC | SEC0056P | Ashington / Berwick / Blyth |
| Certificate in Text Processing Level 1 | Flexible | 32 | TBC | SEC0062E | Ashington |
| Certificate in Text Processing Level 2 | Flexible | 44 | TBC | SEC0057P | Ashington / Berwick / Blyth |
| Certificate in Text Processing Level 2 | Flexible | 44 | TBC | SEC0063E | Ashington |
| Certificate in Text Processing Level 3 | Flexible | 56 | TBC | SEC0058P | Ashington / Berwick / Blyth |
| Certificate in Text Processing Level 3 | Flexible | 56 | TBC | SEC0064E | Ashington |
| Diploma in Text Processing Level 1 | Flexible | 1 Year | TBC | SEC0074P | Ashington / Berwick / Blyth |
| Diploma in Text Processing Level 1 | Flexible | 1 Year | TBC | SEC0075E | Ashington |
| Diploma in Text Processing Level 2 | Flexible | 1 Year | TBC | SEC0070P | Ashington / Berwick / Blyth |
| Diploma in Text Processing Level 2 | Flexible | 1 Year | TBC | SEC0071E | Ashington |
| Diploma in Text Processing Level 3 | Flexible | 1 Year | TBC | SEC0072P | Ashington / Berwick / Blyth |
| Diploma in Text Processing Level 3 | Flexible | 1 Year | TBC | SEC0073E | Ashington |
| Award in Touch Typing (e-type) Level 2 | Flexible | 16 | TBC | SEC0076P | Ashington / Berwick |
| Award in Touch Typing (e-type) (Level 2) | Flexible | 16 | Mon 09:30-12:00 | SEC0076P | Blyth |
| Award in Touch Typing (e-type) Level 2 | Flexible | 16 | Mon 18:00-20:30 | SEC0077E | Ashington |