

# Business and administration

We offer a comprehensive range of business and administration courses for people who want to develop skills for work in the business, administration and secretarial sectors.

If you join one of our courses you will have the opportunity to study additional subjects as part of a full time programme to widen your skills and knowledge.

The full time business and administration programme is ideal for people who want to develop a broad range of secretarial and office skills.

In addition to studying a Business and Administration NVQ, you will be able to choose from additional subjects including OCR single subjects in word processing, text processing and audio transcription, key skills, and CLAIT (certificate for IT users). You will also be able to practise your skills in our fully equipped business administration training office.

## **Career opportunities...**

Administration and secretarial roles are just some of the careers available to you if you study a course in business or administration.

## **Business and administration courses**

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### Level 1: Business and Administration

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#### **Ideal if...**

you want to begin training to work in an office environment.

#### **Entry requirements**

You don't need any formal qualifications, but should have an interest in training for work in this field.

#### **Code**

SEC0046P

#### **Location**

Ashington  
Berwick

### Level 2: Business and Administration

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#### **Ideal if...**

you want to develop the necessary skills to work in an office environment.

#### **Entry requirements**

You should have at least 2 GCSEs at grade C or above in relevant subjects and good basic skills in numeracy and communication.

#### **Code**

SEC0027P

#### **Location**

Ashington  
Berwick



# Capture your **Future**

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## Level 3: **Business and Administration (Business Professional)**

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### Ideal if...

you want to further develop the necessary skills to work in an office environment, preparing you for employment in a range of sectors.

### Entry requirements

You should have at least 4 GCSEs at grade C or above or a Level 2 Business and Administration, and good basic skills in numeracy and communication.

### Code

TBC

### Location

Ashington  
Berwick

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## Level 2: **Apprenticeship Business and Administration**

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### Ideal if...

you work in business and administration and want to gain a recognised qualification in the field.

### Entry requirements

You will need GCSE grade D or above in English and maths and to be employed in business and administration.

### Code

SEC0043P

### Location

Ashington  
Workplace

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## Level 2: **Apprenticeship Customer Service**

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### Ideal if...

you work in a customer service role and want to gain a recognised qualification in the field.

### Entry requirements

You will need GCSE grade D or above in English and maths and to be employed in a customer service role.

### Code

SEC0047P

### Location

Ashington  
Workplace

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## Level 2: **Apprenticeship Retail Skills**

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### Ideal if...

you work in retail and want to gain a recognised qualification in the field.

### Entry requirements

You will need GCSE grade D or above in English and maths and to be employed in retail.

### Code

BUS0105P

### Location

Workplace

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## Level 3: **Advanced Apprenticeship Business and Administration**

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### Ideal if...

you work in business and administration and want to gain a level 3 qualification in this field.

### Entry requirements

You should have a relevant level 2 qualification or experience working in the field and must be employed in the industry.

### Code

SEC0030P

### Location

Ashington  
Workplace

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## Level 3: **Advanced Apprenticeship Customer Service**

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### Ideal if...

you work in a customer service role and want to gain a level 3 qualification in the field.

### Entry requirements

You should have a relevant level 2 qualification or experience working in the field and must be employed in customer service.

### Code

SEC0068P

### Location

Ashington  
Workplace