

# 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, finance, administration and secretarial sectors.

If you join one of our NVQs you will have the opportunity to study additional courses 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, CLAIT (certificate for IT users) and the certificate in office procedures. In addition you will be able to practise your skills in our fully equipped business administration training office.

For those interested in a career in the business or finance sector, the full time accounting and business technology programme will help you develop the required skills. You will study an Accounting NVQ and choose from additional subjects including computerised accounting, OCR book-keeping, key skills, CLAIT (certificate for IT users) and the certificate in office procedures.

## COURSES

### Level 1 / NVQ 1 Business and Administration

#### Ideal if...

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

#### Entry requirements

You don't need any formal qualifications but you should be willing to learn.

**Code**  
SEC0046P  
**Location**  
Ashington/  
Berwick

### Level 2 / NVQ 2 Business and Administration

#### Ideal if...

you want to train 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/  
Alnwick

### Level 2 / NVQ 2 Accounting

#### Ideal if...

you want to study basic aspects of accounting and develop book-keeping and administrative skills.

#### 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**  
BUS0018P  
**Location**  
Ashington

For more info Tel 0800 162 100 / Email [advicecentre@northland.ac.uk](mailto:advicecentre@northland.ac.uk)



## Level 2 / Apprenticeship Business and Administration Level 2 Programme

**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/  
Alnwick/  
Workplace

## Level 2 / Apprenticeship Customer Service Level 2 Programme

**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/  
Alnwick

## Level 2 / Apprenticeship Accounting Level 2 Programme

**Ideal if...**

you work in accounting 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 accounting.

**Code**

BUS0107P

**Location**

Workplace

## Level 2 / Apprenticeship Retail Skills Level 2 Programme

**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 the industry.

**Code**

BUS0105P

**Location**

Workplace

## Level 3 / NVQ 3 Accounting

**Ideal if...**

you either work in an accounting function or have some prior knowledge of accounting.

**Entry requirements**

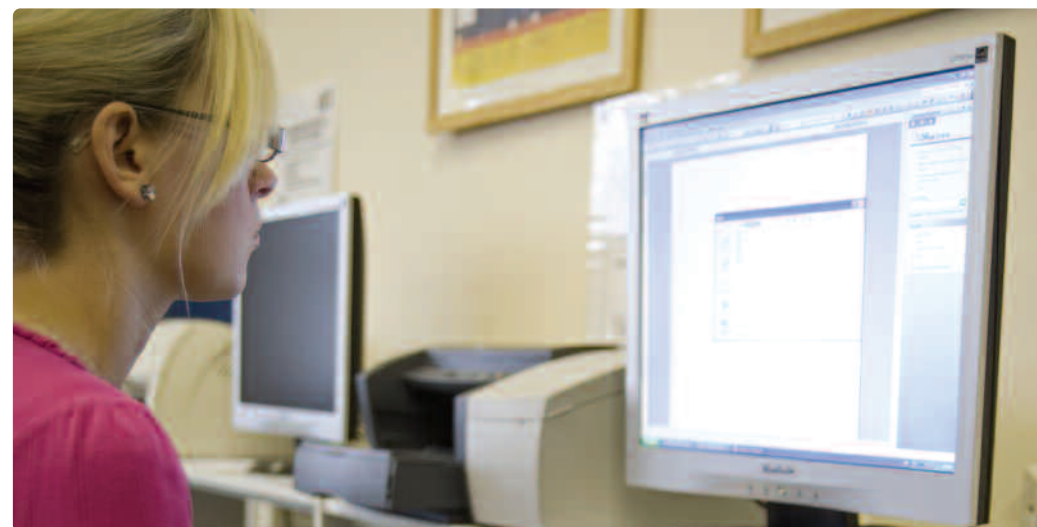
You should have a Level 2 qualification in accounting or at least 4 GCSEs at grade C or above including maths and English.

**Code**

BUS0020P

**Location**

Ashington



## Level 3 / Advanced Apprenticeship Customer Service Level 3 Programme

**Ideal if...**

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

**Entry requirements**

You should either have a relevant Level 2 qualification or experience working in the field.

**Code**

SEC0068P

**Location**

Alnwick/  
Ashington

## Level 3 / Advanced Apprenticeship Business and Administration Level 3 Programme

**Ideal if...**

you work in business and administration and want to gain a Level 3 qualification in the field.

**Entry requirements**

You should either have a relevant Level 2 qualification or experience working in the field.

**Code**

SEC0030P

**Location**

Ashington/  
Alnwick/  
Workplace

## Level 3 / Advanced Apprenticeship Accounting Level 3 Programme

**Ideal if...**

you work in accounting and want to gain a Level 3 qualification in the field.

**Entry requirements**

You should have either a relevant Level 2 qualification or experience in the industry.

**Code**

BUS0108P

**Location**

Workplace

## Level 3 / Advanced Apprenticeship Retail Skills Level 3 Programme

**Ideal if...**

you work in retail and want to gain a Level 3 qualification in the field.

**Entry requirements**

You should have either a relevant Level 2 qualification or experience in the industry.

**Code**

BUS0106P

**Location**

Workplace