

## Business Administration Knowledge

There were an estimated 5.5 million private sector businesses in the UK at the start of 2016. Despite the recent economic difficulties, the trend has been steadily increasing in the business population. Today's global economy brings with it a wealth of new markets, shrinking profit margins and increasing operating expenses; the need for good business administration has never been greater.

### Benefits

- Achieve a nationally recognised Level 2 qualification
- Evidence your competency to employers
- Further your personal and professional development
- Learn at a time that suits you without the need to attend college
- Gain relevant skills, knowledge and understanding, leading to improved experience for those using your services

### What you will learn

- **Unit 1**  
Principles of Providing Administrative Services
- **Unit 2**  
Principles of Business Document Production and Information Management
- **Unit 3**  
Understand Communication in a Business Environment
- **Unit 4**  
Understand Employer Organisations
- **Unit 5**  
Understand How to Develop Working Relationships with Colleagues

### Delivery - A Flexible Approach

Every learner on a course with TSP Learn is assigned a personal tutor who is available to provide support as you work through your chosen course. We provide paper based learning materials and access to an online learning and assessment area. You can enrol at any time and work through the programmes at your own pace at times that suit you. Typically people complete programmes within 8-12 weeks.

### Entry Requirements

There are no minimum academic or vocational qualifications required but a good general standard of education is beneficial and would be advantageous. You must be aged 19+, and have lived in the EU for 3 years. Candidates should have a basic ability to read, write and understand spoken English. If you would like to develop your English functional skills further with us, let us know when you apply.

### Cost

Funding support is available for adults aged 19 and over for these programmes. Please contact us to confirm your eligibility.

### Take The Next Step

For further information and advice on how to start your programme contact us today:

Call: 01451 810 387    Email: [info@tsplearn.co.uk](mailto:info@tsplearn.co.uk)    Visit: [www.tsplearn.co.uk](http://www.tsplearn.co.uk)