

Level 1 Certificate in Business Administration



The **Level 1 Certificate in Business Administration** provide learners with the introductory knowledge and skills they need to operate as a successful business administrator and confirms competence of those already fulfilling an entry-level business administration role. The qualification allows learners to develop skills in a range of areas relevant to business administration roles, such as communication, presentation skills and providing administrative support. The objective of the qualification is to develop the skills and qualities valued in employees by employers.

Entry Requirements: Acceptance onto this course is subject to successful guidance interview & assessment test.

Duration: 37 weeks

Start Date: 20th September 2023

Days: Wednesday

Assessment: A portfolio of work is to be submitted for moderation.

Awarding Body: NCFE

Progression Route: On completion of this course you may choose to undertake further study or seek employment.