Business Administration Level 2

Course Name	Start Date	End Date	Site	Total Fees
Business Administration L2	25/11/2026	14/04/2027	Home Learning	0.00
Business Administration L2	13/01/2027	26/05/2027	Home Learning	0.00
Business Administration L2	03/02/2027	23/06/2027	Home Learning	0.00
Business Administration L2	03/03/2027	21/07/2027	Home Learning	0.00

Important Information

After submitting an enrolment request you will be contacted by a member of our team to complete a questionnaire. The questionnaire must be returned before your enrolment can be finalised.

Who Is This Course For?

This qualification is designed for those wishing to develop their knowledge and understanding of the principles of business administration.

What Can I Learn On This Course?

This qualification will provide you with the knowledge that is required to work in a range of environments in a business administration role. You will learn how to carry out administrative tasks, such as managing information and supporting events, and will be able to apply your knowledge in a variety of industries and job roles.

You will learn about the principles of:

- Understanding employer organisations
- Communication in a business environment
- Providing administrative services
- Producing business documents
- Managing information
- Developing working relationships with colleagues

- Publishing, integrating and sharing using social media

- Principles of digital marketing

How Is This Course Delivered?

Although this is an online course, you will receive extensive individual support throughout your studies. Your dedicated tutor is available to provide guidance and answer questions via email, telephone, Microsoft Teams calls, or in-person meetings. This approach ensures that you can study flexibly but have access to regular support in a way that suits your personal circumstances.

What Will I Need To Bring With Me?

To complete the course, you will need access to a computer and the internet. You will be given access to an online assessment account (e-assessor) to record and document your learning evidence.

What Skills Or Experience Do I Need?

No prior qualifications, experience or skills are needed, but you may find it helpful if you already achieved a level 1 qualification. You will also benefit from possessing basic IT skills to allow you to access the online materials.

How Will My Work Be Assessed?

This course is awarded by NCFE. You will receive your own study pack made up of high-quality workbooks which your assigned specialist tutor will guide you through to complete your studies. You will be expected to complete all assessments on e-assessor, and your tutor will provide feedback after each assessment.

What Can I Do After The Course?

You could consider progressing onto other online programmes such as:

Level 2 Certificate in Team Leading

Level 2 Certificate in Equality and Diversity

Level 2 Certificate in Customer Service

You may also wish to seek an apprenticeship vacancy with an employer on a standard such as:

- Business Administration

- Team Leading