Business Administration

Business Administration

Campus: Distance Learning
Code: DLAC002
Level: 2

About This Course

This course will help you to develop your knowledge of important administrative support tasks, including how to prepare and distribute business documents and how to manage diary systems and financing systems.

This qualification is offered from NCFE.

What Will I Study?

You will study a range of topics including:

- Principles Of Providing Administrative Services
- Principles Of Business Documents Production And Information Management
- Understand Communication In A Business Environment
- Understand Employer Organisations
- Understand How To Develop Working Relationships With Colleagues
- Understand How To Carry Out Business Administration Tasks
- Understand How To Store, Retrieve And Archive Information

Why Study Here?

- Learn from industry-experienced and well-qualified tutors who have spent many years in the Social Care sector and have specialist qualifications and knowledge to bring to their teaching
- Learn from your own home, in your own time
- Achieve a nationally recognised Level 2 qualification
- Access to award winning learning and assessment materials

- Access to a Learner Support Advisor for everyday queries

Entry Requirements

To be eligible to undertake our free distance learning courses you must meet the below criteria:

- Living in the UK and aged 19+
- If you are aged 19-23 you must hold a full Level 2 qualification and not currently enrolled on an apprenticeship
- Aged 24 or above – free to everyone

Individuals who reside in the following devolved local enterprise partnerships (LEP) cannot be funded through us and will need to contact their local provider:

- Greater Manchester Combined Authority
- Liverpool City Region Combined Authority
- Cambridgeshire & Peterborough Combined Authority
- Cornwall Combined Authority
- West of England Combined Authority
- West Yorkshire Combined Authority
- North of Tyne Combined Authority
- Tees Valley Combined Authority
- West Midlands Combined Authority
- Greater London Combined Authority
- South Yorkshire Mayoral Combined Authority
- North East Mayoral Combined Authority
- East Midlands Combined County Authority
- Hull and East Yorkshire Combined Authority
- The Lancashire Combined Authority
- The Greater Lincolnshire Combined Authority
- Devon and Torbay Combined Authority
- Bunckinghamshire Council
- Surrey County Council
- Warwickshire County Council

You will also need to provide a personal statement (minimum of 100 words).

What Courses Can I Progress Onto?

- Other courses in Business & Management

Additional Information

This course is free of charge if you meet the criteria for funding. To be eligible for funding you must be aged 19 or over, have been living in the United Kingdom for the last three years and have not previously completed the course you are wanting to enrol on. Email: dl@rnntraining.co.uk

PLEASE NOTE

We make every effort to ensure information within our online course directory is accurate and a true representation of the courses we are offering in 2026-27. However, we do reserve the right to make changes if necessary.

Last updated: 27th November 2026