



Title

Pearson BTEC Level 1 Award Introduction to Business Administration

Course duration

12 – 18 weeks 2.5- 3 hours a week.

What will I learn?

You will complete 1 mandatory unit and one personal choice unit.

- Developing a Personal Action Plan

You will choose one optional unit from the below. (Other units are available in discussion with your teacher)

- Developing Routine Office Administration Skills
- Communicating with Customers

In addition, all learners will develop key numeracy, literacy and ICT skills as appropriate.

Throughout the course you will look at real life scenarios linked to working in an administration role and hear from guest speakers already in Business Administration roles to ensure you are well prepared to take your first steps into Business Administration or further learning and apprenticeships.

How will I be assessed?

All units are internally assessed via a portfolio of work and your award is validated by Pearsons Awarding Body.

Entry requirements

No previous experience or qualifications are required for this course, however you must be able to understand and follow spoken and written instructions in English and write in short paragraphs as a minimum.

Progression

Progression routes include:

- BTEC Level 1 Certificate in Business Administration
- Pearson BTEC Level 2 Certificate in Business Administration
- Employment in an administration role

The development of transferable skills means that you may also choose to move into other sectors.

Learners who do not already have a Level 2 in Maths, English or level 1 in Digital Skills will be given the opportunity to enrol to these too.

Course Fees

Free to all eligible learners including :

Learners completing Business Admin Courses for the first time.

- If not a British resident for the last 3 years- further criteria applies. See Learner services page for further information.

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