

Business Admin - Harlow Reed

Course Code: CX2DISCAHR

Level: 1

Type: Part Time

Various - Various (MON-THU)

10:00 - 15:00

1 Week(s)

Stevenage Reed

£ 0 (Funded Course)

Need to speak to us about a course?

01223 226315

enquiry@camre.ac.uk

Apply Here:

https://www.camre.ac.uk/course/pdf/CX2DISCAHR/

About the course

This qualification aims to provide learners with the introductory knowledge and skills they need to operate as a successful business administrator. It will also also allow learners to develop skills in a range of areas relevant to business administration roles.

Progression and career opportunities

Learners can progress into roles which support businesses including, administration support. For those that wish to study further learners can progress to a Level Business Administration programme avaliable via our online suite of programmes or into an apprenticeship.

Entry requirements

No entry requirements however a basic knowledge of IT programmes would be beneficial.

Assessment

Full guidance and support is available throughout the 5-day programme from both your trainer & the CRC Hub, avaliable both on campus and online.

Finance and Funding

Up To and Including Level 2 Funding

This course is fully funded, free, for learners who are aged 19 and above and earn below £25,000, or below £30,491 and live in the Cambridgeshire and Peterborough Combined Authority area.

Disclaimer

Whilst every effort is made to ensure the information is correct, some details may be subject to change. Cambridge Regional College reserves the right to make amendments to the courses, dates, fees or other details, and to make cancellations or changes if numbers are insufficient.