

Submit your assessments online or in hard copy format

# Business and Administration

High-quality Learning Resources

Administrators play a crucial role in ensuring the productivity of their businesses; 97% of employers state that effective administration is vital to their organisation. Today's global economy brings with it a wealth of new markets, shrinking profit margins and increasing operating expenses; the need for good business administration has never been greater.

## Benefits to your organisation

Relevant in a wide variety of settings

Evidence competency of staff in this subject area to external stakeholders

Improve your team's understanding of good team communication and the processes involved in decision-making

Allow employees to gain relevant skills, knowledge and understanding, leading to improved experiences for those using your services

Promote the benefits of assessing your own work and the work of the team

Provide assurances that your employees are well trained

Give employees a high standard of learning to support their roles

Provide better customer service by highlighting good problem-solving techniques

Reinforce the importance of organising, reporting on and evaluating the relevance of information

## No cost

Create a more motivated and engaged workforce by supporting CPD development

**Places limited — sign up now**

# Benefits

No need to formally attend a college, meaning that you can learn in your own time

Further your personal and professional development

Receive a set of high-quality learner support materials that will be yours to keep and use as a reference

Achieve a nationally recognised Level 2 qualification

Receive support and guidance from a dedicated team of qualified assessors/tutors

## How is it delivered?

Alongside the learning materials, you will have the support of a knowledgeable assessor/tutor who will give you advice and guidance on the course content as well as providing robust feedback on the work you complete.

Successful completion of this course ensures that the learner has fully understood these important principles and evidences knowledge of the subject area.

## What is the cost?

Due to the availability of government funding, this qualification is usually available at no cost. Funded places are limited so please book early to secure your place. Funding is subject to learners meeting set eligibility criteria, which must be provided prior to the start of any course.

Please note that a fee is payable if learners decide to withdraw from the course and do not complete their assessments. Learners must want to independently enrol onto the course.

# We are enrolling NOW... get in touch

If you are interested in finding out more about our courses and how they can benefit your staff and business, call:

**ncfe.**



Skills Funding Agency

The Smart Trainer  
**07983 583269**

or email [jessica.taylor-jones@smarttar.co.uk](mailto:jessica.taylor-jones@smarttar.co.uk)

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