

What is Administration?

Administration is sometimes called 'Business or Business Administration'. It involves learning about the way businesses are organised but will focus on the practical work that allow businesses to operate effectively.

There are common ways in which businesses organise their finances and communications with each other and with customers. Administration courses teach you these standard procedures and help you develop the skills you will need.

What abilities will I need?

You will need skills in Mathematics and English Language. You will be required to be able to make financial calculations and be able to write with correct grammar and spelling. These are skills you will develop during the course but a reasonable standard will be expected before you begin.

Administrators often need to work on the telephone and you need to become comfortable with this and be able to speak clearly. Most administration work is now done with a computer and you will need to develop good IT skills.

What will I need to wear?

During your training comfortable casual clothes will probably be acceptable but if you have a linked work experience placement you are likely to have to dress a little more formally. In an office most employees will wear suits, shirts and ties, blouses and skirts/trousers and real shoes.

What range of courses are available?

Through the TVC there is a range of QCF Business and Administration courses depending upon your needs. These include:

Entry Level courses for those with few GCSE passes and need to develop basic skills.

Level 1 courses to qualify you to do a basic job but may lead to an apprenticeship

Level 2 courses qualify you to do a skilled job once you have had a little more experience. You will need to have completed Level 1 or impress at interview to be accepted on to this level course.

Level 3 courses which will qualify you to do a highly skilled or supervisory job once you have had sufficient experience. You will need to have completed a Level 2 course or have good GCSEs to be accepted onto a Level 3 course.

What opportunities will this course open for me?

Most Administration students will progress on to an apprenticeship or work with a company that will offer further training. Some with Level 2 will find work in offices in a junior position until they have gained experience. Those who have completed Level 3 may well progress to Higher Education or a job with a company that offers management training programmes. For more information talk to your Connexions Advisor or TVC Co-ordinator