Course Information Sheet

Adult Education in Gloucestershire

Course Code and Name: GL0057324 Cert-Principles of Business Admin L2

Venue:	Online Learning	**Start Date:**	Flexible, from 01 August 2023
		End Date:	
		Day:	
		Time:	
		Weeks:	12
Tutor:	Nick Clifford	**Course Provider:**	Adult Education in Gloucestershire

Course Summary:	This qualification provides underpinning knowledge on how to carry out administration tasks
Eligibility:	19 years or above
How will the course be taught?	Online/Distance
How will I know how well I am doing?	Track progression on platform, feedback from assessor
Prior Knowledge:	None
What do I need to bring?	You will need access to a Phone or Tablet
How do I join the course, or find out more?	Contact: Becci.Allen@gloucestershire.gov.uk
Cost:	£724.00. It is free to eligible learners.
What course can I do next?	Business Administrator roles or qualifications
Information and Advice for Progression:	Contact: Becci.Allen@gloucestershire.gov.uk
Health and safety:	N/A
Further information:	Contact: Becci.Allen@gloucestershire.gov.uk