

Principles of Business Administration Level 2 – Blended Learning Study



Course overview

This is an blended study course – which provides you with a flexible way of developing new skills and attaining an accreditation in your own time. Your course will be delivered with a mixture of face to face and online.

This qualification will provide learners with the underpinning knowledge that is required by employees to work in a range of different environments in a business administration role, along with the know how to apply their knowledge in a variety of industries and job roles. While completing this qualification, learners may develop the knowledge, understanding and essential skills employers look for in employees. These range from familiar 'key skills' such as team working, independent learning and problem solving.

You will need to have attended an Introduction to Business Administration prior to enrolling onto this course.

You will also initially attend a physical induction session at the College, to ensure that you are able to log onto the online platform and meet your tutor/assessor. Depending on situation with regards Covid restrictions, there may be an opportunity for some volunteer work experience with the college, whilst you are completing this course.

What will I study?

- Principles of Business Administration
- Understand customer service!
- Principles of customer relationships
- Further develop your digital skills

Assessment method

This is a blended study course, providing you with a mixture of face to face and online delivery. You will be provided with log on details to an online platform – whereby you will study and complete workbook activities. Your tutor/assessor will mark and provide you with ongoing feedback for the duration of the course. You will also complete a learning journal and attend individual tutorials periodically throughout your course. These can be conducted face to face at the college or online. Once fully complete, your assignments will be further assessed by the awarding body.

Entry requirements

You must have attended Introduction to Business Administration or have attained a level 1 in Business Administration. You must have, or be working towards, functional skills in Maths English and ICT at level 1.

What should I bring with me?

You must have internet access and access to a laptop or computer.
For your induction day, you will need to bring with you a pen/paper for taking notes or electronic device if preferred.

Key information

Where possible this course will take place on site with social distancing measures in place.
In the event of a lockdown, the course will take place online via MS Teams.

Possible next steps

Following the successful completion of this course, you will be supported to enrol on to the most suitable level course for you.

Contact us

Our friendly staff can give you further advice and support.



email: adultcollegeenquiries@lbbd.gov.uk



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