

Business Level 2 Certificate

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About the Course

This 25-week qualification provides a range of skills, as well core knowledge relevant to business and administration.

Learning outcome 1 The role of an administrator

Learning outcome 2 Understanding business organisations

Learning outcome 3 Communication skills for work

Learning outcome 4 Working with customers

Learning outcome 5 Understanding business techniques.

You will learn a variety of transferable skills needed for working in a business environment.

Please note: To successfully complete this course you must commit to 100% attendance and punctuality.

What is needed for the course?

- You will need an initial assessment, where we will ask you to complete some tasks.
- We will also ask you some questions to be able to support you better with your studies.
- You need to have writing skills at English Level 1 or above.
- You may have 2 – 3 hours of homework each week.

There are no specific recommended prior learning requirements for this qualification.

If you need any additional support, please call us: 02085836000.

Progression Pathway

**Level 2 certificate in
Business**



**We have courses to enhance employability skills, CV writing
and Preparing for Interviews**

The job opportunities that this course could lead to are:

- Administration assistant
- Customer service assistant
- Clerk

**We can also provide you with information, advice and guidance
for employment or further learning.**

- ▶ Please speak with your tutor or
- ▶ Call 020 8583 6174 to speak to an advisor or
- ▶ Email work@hounslow.gov.uk or
- ▶ Visit www.workhounslow.co.uk