

Business and Management

Business: Step into Business: Certificate in Principles of Business Administration Level 2 (Full-time)

In Brief

Start Date / Duration

The course will commence in September 2021. This course runs for one academic year.

Entry Requirements

A minimum of three GCSEs at grade 3 or above, including English or a Level 1 Business-related qualification.

You will achieve

- Level 2 Certificate in the Principles of Business Administration.
- Level 4 GCSE Qualifications in English and Mathematics.

Course Overview

This course is ideal for those who are aspiring to step into a career in business and administration and are yet to achieve a Grade 4 in GCSE Maths and English. It will provide you with the opportunity to gain a solid understanding of Business, as well as the additional skills needed to progress to the next level or secure employment. You will also have the opportunity to enhance your employability skills by participating in work related learning/experience (subject to government guidance relating to the COVID-19 pandemic) and you will work as part of a team to raise funds for a local charity.

Course Content

During this course, you will develop your employability skills such as communication, numeracy, presentation, and the interpretation, application and evaluation of information.

You will study a range of subjects including:

- Working in a Business Environment
- Administrative Services
- Supporting Business Events

- Managing Information
- Marketing
- Budgeting
- Customer Service

You will also undertake GCSE English and Maths in order to progress towards gaining GCSE grade 4 in both subjects.

Please click on the link below for further course specifications from the awarding body:

https://qualifications.pearson.com/content/dam/pdf/BTEC-Specialist-Qualifications/Principles-of-Business-Administration/2015/9781446939345_BTEC_Splt_L2_PoBA_Iss2.pdf [https://qualifications.pearson.com/content/dam/pdf/BTEC-Specialist-Qualifications/Principles-of-Business-Administration/2015/9781446939345_BTEC_Splt_L2_PoBA_Iss2.pdf]

How will I be assessed?

You will be assessed by creating a portfolio of evidence, including written assignments, presentations and other relevant work. There are no exams on this course.

What Equipment Will I Need?

You will need to provide your own writing material, paper and folder. You will also need access to a computer/laptop and a storage device (USB) to save computerised work.

Where will I study?

Old Mill Lane campus
Church Street
Barnsley
S70 2AX

What can I do next?

Upon course completion, you can progress onto a Level 3 apprenticeship in Business Administration; other Level 3 courses such as Customer Service or Advice and Guidance; or enter employment in roles such as Receptionist, Business Support Officer, Administrator or Office Junior.

How much does the course cost?

16 – 18 year olds

Full-time Barnsley College students aged 16-18 years old do not have to pay tuition fees.

Financial support

You may be eligible for assistance with expenses such as travel, books, equipment and childcare. For further information please contact the Student Services Team on +44 (0)1226 216 114.

Extra information

Contact the Information Unit

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email info@barnsley.ac.uk [<mailto:info@barnsley.ac.uk>]

Want to join Barnsley Sports Academy and the Sports Village?

Barnsley College has a range of sports opportunities for all students to take part in, gain professional training and compete nationally and internationally. We also have a state-of-the-art fitness village, Honeywell Sports Village [<https://www.barnsley.ac.uk/shops-services/honeywell-sports-village/>] where students can make use of our fitness suite, spinning studio and classes for competitive rates. You don't have to be studying sport to get involved in the Sports Academy [<https://www.barnsley.ac.uk/our-departments/sport/sports-academy/>].

Additional Learning Support

Our Additional Learning Support team can provide you with the support you need. Please contact them on +44 (0)1226 216 769.

English and Maths

Having good English and Maths qualifications are important for most careers and we want to give you the help you need to succeed.

If you are aged 16 – 19 and don't already have a grade C/4 or above in GCSE English and Maths they will automatically be included in your study programme. If you want to work towards higher grades in English and Maths we can help you do that too.

Need a higher level Maths qualification? We offer a [Level 3 Mathematical Studies \(Core Maths\)](#).

This can be added to your study programme.

If you need any further information, please contact our friendly [Information Team](#).

Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

Last updated: 10th May 2021

Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**