

Level 1 Diploma | Business Administration

www.elatt.org.uk/sixth-form/business-administration-level-1-2-3

SIXTH FORM

 **September - July**
DURATION

 **12 Hours**
HOURS PER WEEK

 **9.30am - 4.30pm**
DAYTIME HOURS

 **In Person Classes**
ENVIRONMENT

What you will learn

Build essential business and retail skills through a practical, confidence-building course:

- ▶ Build essential business and retail skills through a practical, confidence-building training.
- ▶ Explore career pathways in business and retail and the skills needed to succeed.
- ▶ Develop workplace communication to improve professionalism and collaboration.
- ▶ Learn how to meet customer needs and provide excellent service.
- ▶ Build your confidence using IT tools for communication and productivity.

Entry Requirements

- ▶ No formal qualifications are needed. This course is ideal for students starting their journey into business, administration, or retail.

Level 2 Diploma | Business Administration

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SIXTH FORM

 **September - July**
DURATION

 **12 Hours**
HOURS PER WEEK

 **9.30am - 4.30pm**
DAYTIME HOURS

 **In Person Classes**
ENVIRONMENT

What you will learn

Develop practical, job-ready skills to support your progression into real administrative roles:

- ▶ Understand how businesses are structured and how departments work together.
- ▶ Produce and manage professional business documents.
- ▶ Provide effective customer service through written, verbal, and digital communication.
- ▶ Use office software including Microsoft Office, email, and databases for daily admin tasks.
- ▶ Manage business records securely and understand GDPR and confidentiality.
- ▶ Organise meetings, schedules, and diaries effectively.
- ▶ Carry out financial tasks like processing invoices and handling petty cash.
- ▶ Learn workplace professionalism, including Health & Safety and communication skills.
- ▶ Apply your learning through real-world simulations and scenario-based projects.

Entry Requirements

- ▶ Ideally suited for students who have completed Level 1 or have equivalent experience.

Level 3 Diploma | Business Administration

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SIXTH FORM

 **September - July**
DURATION

 **12 Hours**
HOURS PER WEEK

 **9.30am - 4.30pm**
DAYTIME HOURS

 **In Person Classes**
ENVIRONMENT

What you will learn

Advance your knowledge of business operations and leadership-level administrative skills:

- ▶ Develop an in-depth understanding of business operations and strategic support functions.
- ▶ Manage complex information systems and digital communication channels.
- ▶ Take responsibility for planning and organising business tasks and projects.
- ▶ Improve your written and verbal communication across professional platforms.
- ▶ Analyse and evaluate business documents and data for decision-making.
- ▶ Strengthen your customer service and problem-solving abilities.
- ▶ Contribute to business efficiency through effective resource and time management.
- ▶ Prepare for progression into employment, apprenticeships, or higher education in business-related fields.

Entry Requirements

- ▶ Students should have completed Level 2 or demonstrate strong academic readiness and communication skills.