NetworkRail

Business and Administration

Course Name

Diploma in Business & Administration

Course Description

You will be assigned a dedicated Tutor who will visit you once a month to train, coach and support you throughout the duration of the course. You will agree a monthly action plan of activities to undertake and evidence to collect before your next session. At the end of the course you will; understand the principles of providing business and administration services; contribute to the organisation of an event; collate and report data and management information; understand and be able to produce business documents; effectively use IT software and hardware

Audience

Ideal for those who are entering a business and/or administration based role or those who would like to gain formal recognition for their existing experience

Duration: 1 Day(s) **Class Size:** 1

Competence Name Awarded

N/A

Competence Awarded

N/A

Course Code

N/A

Prerequisite Name

N/A

Prerequisite Short Code

N/A

Skills Assessment Scheme Regime

N/A

Course Type

Face to Face