


## CAM ACADEMY TRUST COURSE INFORMATION

<b>Course Title</b>	<p style="text-align: center;">Introduction to Business Administration (Online via MS Teams)</p>				
<b>Course Description</b>	<p>This course is designed for candidates who are interested in working in an office and looking at the skills and attributes needed to carry out administration tasks in a variety of business settings.</p> <p>Please note that the January and April terms will be a repeat of the September term, not a continuation.</p>				
<b>Start Date</b>	23 <sup>rd</sup> Sept 2020 13 <sup>th</sup> Jan 2021 28 <sup>th</sup> Apr 2021	<b>Day &amp; Time</b>	Wednesday 7.00-9.00pm	<b>Venue</b>	Online via MS Teams
<b>Tutor Details</b>	<p><b>Diane Norris</b> is an experienced teacher who has taught Business Administration and Beginners Computing at Cambridge Regional College.</p>				
<b>No. of wks</b>	10	<b>Terms</b>	3		
<b>Fee</b>	<b>FREE**/£86</b>	<b>Concessionary Fee</b>	<b>FREE**/£65</b>		
<b>Course Level:</b>	Mixed ability		✓		
	Level 1, Level 2 (equiv. to GCSE / NVQ2)				
	Level 3 Equivalent GCE A Level				
<b>Skills or qualifications needed for entry into the class</b>		None			
<b>Course aims &amp; objectives</b>					
<p><b>Aim:</b></p> <ul style="list-style-type: none"> <li>To introduce you to different aspects of working in an office carrying out administration duties.</li> </ul> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>Familiarise with the roles of an administrator</li> <li>Identifying different equipment used in a business environment</li> <li>Familiarise with Health and Safety requirements in an office</li> <li>State ways to maintain confidentiality and security in an office environment (GDPR)</li> <li>To identify different filing methods</li> </ul> <p style="text-align: right;">Continues...</p>					

- Set up files and folders on a laptop/PC
- Provide examples of different methods of communication in a business setting
- Identify different letter layouts used in businesses
- Discuss ways to prioritise tasks
- Dealing with visitors/customers
- To familiarise with handling complaints

### **Progression – after this course what might you do next?**

- Progress to NVQ in Business Administration via Learn & Train at Coleridge Community College
- Apply for Assistant Administrator or Receptionist roles or gain work experience in an office
- Apply for apprenticeship in Business Administration.

### **How progress & success will be recorded**

Learner progress form and Individual Learning Plan.

### **Additional course costs** (e.g. visits, materials, books, equipment)

**This course will be taught online using Microsoft Teams, therefore you will need access to equipment that can run this program.**

### **Materials/equipment required for first class**

**You must have photographic ID available at the first class**

Use of own laptop if preferred, USB stick, pen and paper or notepad

### **Contact for further information**

Adult Education: 01223 264721  
[commed@catrust.co.uk](mailto:commed@catrust.co.uk)

### **Funding**

This course is funded through the Adult Education Budget allocated by the Cambridgeshire and Peterborough Combined Authority (CPCA) or the Education and Skills Funding Agency (ESFA) and part financed by the 2014-20 European Social Fund (ESF) programme. This funding is managed by Cambridgeshire County Council, Adult Learning and Skills. A short video covering the background of ESF, what it does, how it helps and who benefits is available on the European Union website: <http://ec.europa.eu/esf/home.jsp>

### **Eligibility criteria\*\***

In order to qualify for a FREE place on this course, you must be eligible for us to claim funding to cover the costs. The eligibility criteria is as follows:

- Aged 19 or older on 31 August 2020
- You are a citizen of a country within the European Economic Area (EEA) or other countries determined within the EEA, including those with bilateral agreements such as Switzerland, or have settled status or the Right of Abode in the UK, **AND** have been ordinarily resident in the EEA or other countries determined within the EEA, including those with bilateral agreements such as Switzerland, for at least the previous 3 years on the first day of learning

**PLUS** any of the criteria listed below

- Low skilled (prior attainment level 2 and below or no qualifications at all)
- Low waged earning less than £17004 annual gross wage
- Unemployed
- Furloughed
- Learning will support progression to further relevant learning or employment
- Shielded residents/Covid-19

Proof of the above must be provided at time of enrolling and be applicable on first day of the course.

### **Enrolment and Payment**

Please enrol at Comberton Village College for all courses, including those in Cambourne, Melbourn and online. **Please assume the class is running once payment has been received, unless you hear to the contrary.**

We would appreciate payment of fees over the telephone by debit card to avoid contact, however, if that is not possible then we will accept cheque or cash.

By Phone: 01223 264721  
Email: [commed@combertonvc.org](mailto:commed@combertonvc.org)  
Cheques: The Cam Academy Trust  
Address: Adult Education, Comberton Village College  
Comberton, Cambridge, CB23 7DU  
In person: Please bring payment to Reception  
9.15am – 2.00pm Mon-Thurs  
6.45pm – 9.15pm Weds, term time only

### **Refunds**

Refunds are only available if we close a class or you withdraw at least two weeks before the start. In the latter case there is a £5 administrative charge. Classes cancelled by us due to unforeseen circumstances (e.g. tutor illness) will be replaced with an extra class at the end.

### **Concessionary Fees**

25% discount (excluding materials) is available for those in receipt of JSA/ESA, Universal Credit, Carers Allowance or a social care assessment (EHCP, PIP) evidence to be provided. It is also possible to pay by instalments, please ask for details.

### **Calendar** (Please check start date of specific courses)

Autumn Term Half term 26<sup>th</sup> – 30<sup>th</sup> Oct 2020  
Spring Term Half term 15<sup>th</sup> – 19<sup>th</sup> Feb 2021  
Summer Term Half term 31<sup>st</sup> May – 4<sup>th</sup> June 2021

During the summer holiday period a member of staff will pick up messages each week and return calls and emails. We are closed in other school holidays.

### **Equalities statement**

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+ (on 31 August 2020). We positively encourage all learners with any concerns about specific needs which might affect their learning to discuss their requirements with us in confidence. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a community based on mutual trust and respect. We will do our best to ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities.

Cambridgeshire County Council, Adult Learning and Skills service supports a wide range of other adult learning opportunities across Cambridgeshire to support adults with the lowest level of qualifications or no qualification at all, and so typically find themselves in lower paid, less secure jobs or unemployed. Search our website [www.cambsals.co.uk](http://www.cambsals.co.uk) for details of all our funded courses.

### **Safeguarding Statement**

Arrangements have been made to make sure that you are safe at our Centres. If you feel you are not safe for any reason, for example through verbal or physical abuse or you have been discriminated against, please tell your tutor or the Centre Manager, who will investigate to ensure your safety.

### **How we use your data**

<https://www.gov.uk/government/publications/esfa-privacy-notice>

