

Length of course

One year full time.

Final qualifications

OCR Diploma in Administration Level 2, plus a variety of individual qualifications including Text Processing, Shorthand, I.T. and Bookkeeping

Progression

You will hopefully progress to a challenging job which will give you valuable experience and enable you to use initiative and common sense.

Content

To achieve the Diploma, students must achieve 5 units:

- Preparing Routine Business Communications.
- Maintain Effective Relationships with Colleagues and Customers.
- Working in Business Organisations.
- Following Office Procedures to Complete Tasks.
- CLAIT Plus

Additional subjects studied:

- Text and word processing
- Audio transcription
- Bookkeeping
- Shorthand
- Literacy and numeracy

Certificate and Diploma in Administration

The courses are based at Brock Road and potential students are most welcome to visit the Annexe to meet staff and current students.

For further information, please contact:

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Certificate and Diploma in Administration



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OCR Certificate in Administration Levels 1 & 2

These one year courses are ideal if you are interested in:

- Developing essential business skills required to work in a busy office environment
- Meeting and working with people
- Understanding business organisations
- Using information technology
- A gap year to develop work skills before continuing your education

Employment opportunities

The skills you gain on this course will be with you for life and will serve you well in any career you choose.

Job opportunities include roles such as:

- Administration Assistant
- Office Junior
- Receptionist
- Secretary
- Personal Assistant

About this course

The courses will give you a broad introduction to how a modern office operates and help you develop the skills required for employment within a business environment.

Work experience

Work experience is a vital part of each course.

At **Certificate** level you will spend one day per week (October to May) with a local employer. This will give you a valuable chance to put your skills into practice and learn more about a business environment.

At **Diploma** level you will have at least one full week (during term 2) with a local employer to give you a valuable insight into an office environment and put theory into practice.

Student profile

Courses in Administration are ideal for people coming straight from school after GCSEs, however, they are also suitable for those who have been studying alternative qualifications or are in employment but who want to gain valuable skills in this field.

Certificate in Administration Level 1

Entry requirements for Certificate

Entry is subject to interview and a good reference. Candidates would ideally have some GCSEs at grade D and good English skills.

Length of course

One year full time.

Final qualifications

OCR Certificate in Administration Level 1, plus a variety of individual qualifications in text and word processing, audio transcription and IT.

Progression

You will hopefully progress to a work environment where you will perform key office duties with supervision and guidance. Alternatively, following a successful year's study, you may wish to apply for the Diploma course.

Content

The Level 1 Certificate is made up of 5 units:

- Preparing Routine Business Documents.
- Working with Colleagues and Customers.
- Preparing for Work in Business Organisations.
- Following Routine Office Procedures.
- Computer Literacy and Information and Technology (CLAIT)

Additional subjects studied:

- Text and word processing
- Audio transcription
- Literacy and numeracy

Diploma in Administration Level 2

Entry requirements for Diploma

- Certificate in Administration Level 1
- 2 GCSEs at C or above (one being English Language), plus 2 GCSEs at grade D.
- Entry is also subject to interview and a good reference.