

Office Administration



Guernsey
College
of further
education

Office Administration

Introduction to the course

OCR's administration qualification is designed to give you the knowledge, skills and understanding of administration activities you need to progress into employment or higher levels of study.

The course is aimed at school leavers as well as A Level students wishing to upskill for employment. It is designed with experience and transferable skills in mind, working to enhance your employability and equip you with a fantastic CV, suitable for a wide range of careers or further study.

Entry criteria

Four GCSEs at grade D/3 or above, including English Language.*

Progression opportunities

This course will be invaluable if you are looking for work in any of the following sectors: reception, office work, temporary work, customer service, legal secretary, trust and company administration, hospitality, and many more.

Alternatively, you may choose to enhance your skills by moving onto another College course.

Course outline

Office Administration will give you a full understanding of working within an office environment – from working with customers and colleagues, understanding office procedures and writing business documents, to being confident on the computer.

You will study:

- OCR Level 2 Certificate/Diploma in Administration (Business Professional)
- Text production, word processing, audio transcription and many more office based IT skills.
- Qualifications to support the use of key Microsoft programs such as Word, PowerPoint, Outlook and Excel.

Assessment method

The qualifications are assessed through a range of written and practical assignments and exams.

Course duration

One year, full-time

Campus

Les Ozouets

Student testimonials

"If I hadn't completed this course I don't believe I would be where I am now in my career. Not only did the course help me develop academically but personally too. Whilst it taught me all the essential skills to become a secretary, it also taught me how to interact and communicate with others in a working environment".

Caroline, Legal Secretary

"I found the college course to be really useful and helped me in both boosting my confidence in myself and working with others. I enjoyed each aspect of the course as they all helped me in their own way".

Matthew, Retail



* Most universities require five GCSEs at grade C/4 or above, including English and maths, as well as a Level 3 qualification.

Students who successfully complete all elements of their programme at College will be able to progress onto the next level, eg from Access to Level 1, Level 1 to Level 2, and from Level 2 to Level 3.

Additional learning support

As part of your learning programme, if you have not yet attained a grade C/4 or equivalent in mathematics and English language, you will be required to study a Functional Skill or GCSE in these subjects.

Students may require additional support for a number of reasons. At the start of your course you will be asked to complete an initial assessment in order for us to identify any additional needs that you may have. During your course, your personal tutor will be able to guide you on how best to access support.

We can offer the following:

- Progress Coaches
- Learner Support assistance (1:1)
- Learner Support assistance (group)
- Learner Support assistance (drop-ins)
- Specialist ESOL teaching
- Study lab sessions
- In-class support
- Special arrangements for exams

For more details or how to apply, please contact:

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Guernsey College of Further Education

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NB: Course information correct at time of print.

Courses offered may be subject to change and will run subject to minimum numbers.

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