

Office Administration



THE
GUERNSEY
INSTITUTE

Office Administration

Purpose of 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.

If you are a school leaver or completing your A' levels and wish to upskill for employment, this course 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.

Personal Development & Skills

This course will provide opportunities for you to go beyond purely technical skills acquisition, as there is a strong thread of personal and skills development embedded in your course allowing you to become reflective, independent participants, leaving the course with self-awareness and an ability to access and apply the knowledge you have gained in a variety of settings. In addition, you will participate in enrichment activities such as healthy cooking, basic car maintenance, communication skills and develop a deeper understanding of the society we live in by having the opportunity to explore and discuss current affairs.

Course Duration

One year, full-time

Campus

Les Ozouets

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, being well-organised in managing yourself and your work, health & safety, writing business documents, to gaining fast keyboarding speeds and exceptionally strong IT skills.

Work placements are a key component to this course giving you the opportunity to experience first hand the environment you will be working in. Many of our past students have been able to secure a future role with their work placement employer because they were so impressed with the range of skills, behaviours and attitudes our students displayed during their placement.

You will study:

- OCR Level 2 Certificate/Diploma in Administration (Business Professional)
- Text production
- Word processing
- Audio transcription
- Qualifications to support the use of key Microsoft programs such as Word, PowerPoint, Outlook and Excel

Entry Criteria

Four GCSEs at grade D/3 or above, across a range of subjects including English language and preferably maths, or successful completion of a Level 1 qualification, or relevant experience for mature students.



Assessment Method

The qualifications are assessed through a range of written and practical assignments, observation and exams. Most of these will be assessed by your lecturers, internally verified and then externally verified by the awarding organisation.

Progression Opportunities

This course will be invaluable if you are looking for work in any of the following areas: reception, office work, temporary administrative work, customer service, trust and company administration, as a legal secretary or in hospitality.

Our past students have gone on to have a variety of careers, as the course provided them with excellent transferable skills; many students have been able to access further study through their employers and progressed into areas such as human resource management, accounting, and paralegal work.

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

Your tutors will provide information, advice and guidance to help you make informed decisions about your next steps.

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.

Some 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

Equality & Diversity

We welcome and celebrate the diversity of our student population. We value and recognise differences in race, gender, sexual orientation, disability, religion or belief and age. Our aim is to provide a learning environment that is inclusive and we are committed to removing conditions that put anyone at a disadvantage.





**For more details or how to apply, please contact: Gillian McCartney
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College of Further Education

Chairman Julian Winser

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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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