

OCR Administration (Business Professional) at Central College Nottingham

Central College Nottingham offers a range of further and higher education courses and training opportunities, including OCR's Administration (Business Professional) qualification at Levels 1–3.

"It's a solid qualification, suitable for a wide range of people. It's also really versatile with a good variation of units that cover everything you could need" explains Lorraine Coleman, Course Coordinator at Central College Nottingham.

OCR's Administration qualification is designed to give learners the knowledge, skills and understanding of administration activities they need to progress to higher levels of study or into employment. Central College Nottingham has up to 40 people studying towards a Diploma at the various levels on offer. Lorraine adds: "We usually start them at Level 1 to build their confidence before continuing to higher levels. The advantage of the Administration qualification is the freedom to select a mix of units that we believe will create the best package for our learners and provide them with a strong progression route."

"The course is very practical and you get to learn a lot about the key aspects of business administration. It also helps to build your confidence – I'm naturally quite a shy person and this course has helped me to overcome that."

Arusa Sheikh, 19

Real world

Skills are learnt through a combination of classroom and practical learning. The college has a virtual working area in the classroom and students are treated as employees to give them a feel for the workplace environment. They also work together to organise an annual charity event, as learner Danielle Easom explains:

"We get to apply the skills we've learnt in the real world and were able to organise and run a charity event for the Lincolnshire and Nottinghamshire Air Ambulance Service. This gave us the opportunity to put into practice skills such as working as a team as well as anticipating and overcoming challenges."

Suits all age ranges

People taking the course at the college this year range from 16 to 54 years of age and all of them have the ultimate aim of gaining employment with their new skills – this could be going into their first role or retraining for a new career. The units available ensure that students are prepared for this next step and able to confidently approach job seeking.

"We're helped to develop our skills for job searching and applications, such as interviewing skills and techniques as well as knowing what questions to ask."

Zara Mahmood, 19

Successful outcomes

Central College Nottingham has a high employment success rate as well as strong links with local employers and is often approached for recommendations for upcoming vacancies. Past graduates have gone on to work as administrators, secretaries and receptionists, for example, while others choose to stay in training and take an Apprenticeship or other qualification.

"If you're considering this course and want a career in any aspect of business administration, my advice would be to go for it. The qualification is well recognised and respected by employers. Once I've completed the course, my aim is to go on to become a secretary."

Danielle Easom, 22

Get access to all support materials for the OCR Administration (Business Professional) on our [website](#).