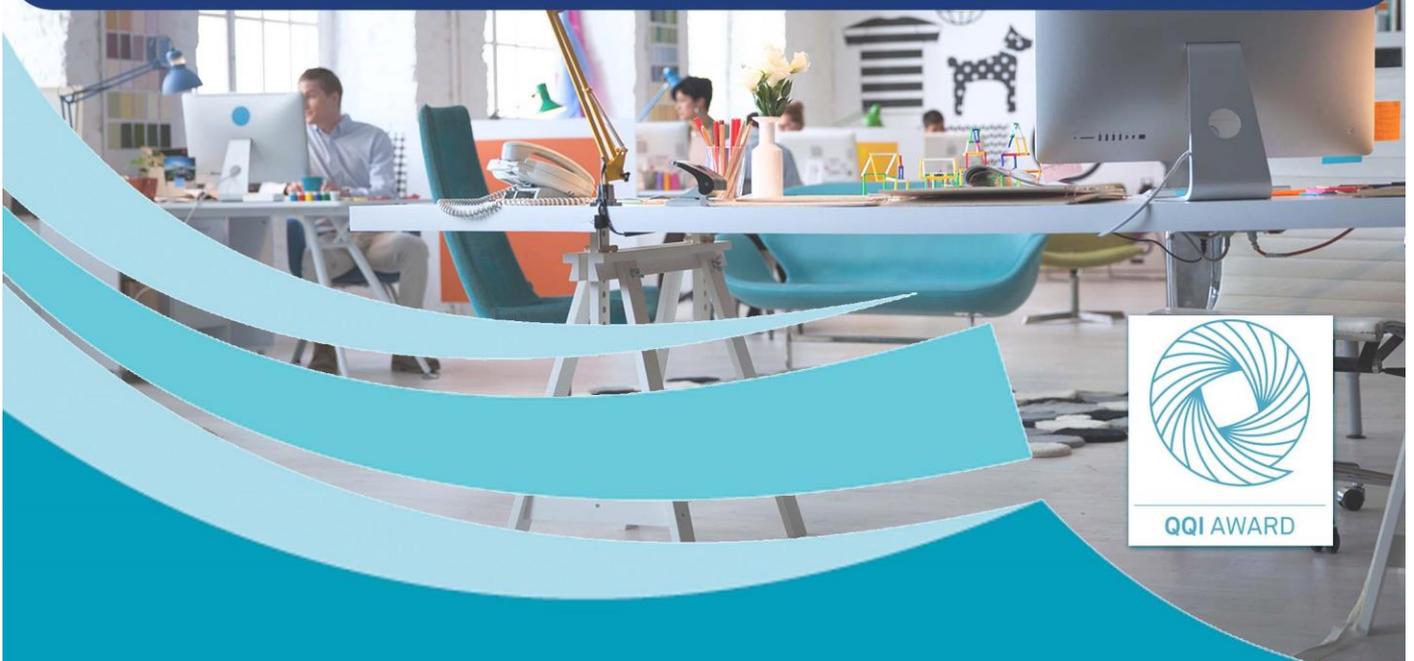


LIR BUSINESS SERVICES & TRAINING CENTRE LTD.

Administration Practice 6N4169

Course Information



| P: 044 - 934 2754 | | W: www.lirbusinesscentre.com |
| E: training@lirbusinesscentre.com |

Programme Objectives

QQI Administration Practice 6N4169

This programme module aims to provide a learner with the relevant knowledge, skills and competence to understand the importance of administration and the roles of the administrator in the efficient running of all types of organisations, including private sector, public sector and educational settings.

Entry: Leaving Certificate, QQI Level 5 Certificate or equivalent life/work experiences.

Learning Outcomes

1. Assess the relationships between administrations practices and organisations policies, objectives and culture.
2. Evaluate the role of administration in major organisational functions.
3. Appraise current **legislation and good practice guidelines on areas relevant to administration to include health and safety, data protection, corporate governance, employment and equality.**
4. **Research issues relevant to administration to include security, facility management and environmental issues, confidentiality and Freedom of Information requests.**
5. **Utilise verbal, written and presentation communication skills to provide a range of administrative support service such as data** and workflow management.
6. Organise meetings and events to include the production of related documentation.
7. Manage a range of systems to maintain appointment, dairy, messaging and mail processing, using information technology applications where relevant.
8. Devise procedures for the procurement and issuing of business resources and supplies.
9. Organise business travel and accommodation arrangements.
10. Utilise a range of office equipment and information technology applications to perform administrative tasks
11. Deliver administrative services through developing working relationships with relevant stakeholders.
12. Prioritise tasks in the performance of administrative services.
13. Organise administrative support services to develop and maintain customer relationships.

Assessment

Portfolio/ Collection of Work 50% and Project 50%

Duration

Blended/Online Course with 'Live' Tutor classes, optional Tutorials and One-to-One sessions.

OR

5 x Workshops (1 day per week) or 8 x Evening Classes plus self-directed learning with support through Lir.

Fees & Payment Options

- Course fee: see www.lirbusinesscentre.com or phone Lir Reception 044-9342754 for a Quote.
- Payment 1) In full, or 2) Flexi-payments/Funding 3) In-Company - separate quote.
- You may qualify for funding by contacting your local Intreo/DSP Office.

Learner Progression

Learners who successfully complete this course may use the associated credits towards a Major Award.