

**NCFE Level 1 Certificate in Business Administration**

Course details

Course Code: RBUS118F

Duration: Sept 2025 to June 2026

Campus: Crawley, Longley Building – 3rd Floor

**Business**

Welcome to Crawley College



Dear Student

**Contact the Business Department ;**

**Tel: 01293 442234**

**Email: businessdept@crawley.ac.uk**

Thank you for choosing to study NCFE Level 1 Certificate in Business Administration at Crawley College. We look forward to working with you.

Further to your starting information, which outlines your start date & time, below is a brief overview regarding coming to college and preparing to study your course.

The first few days of the course will be for induction and enrolment. **Timetables will not be available until this point.** This will give you the opportunity to get to know the other students on the course, as well as your lecturers and your student tutor.

**Please ensure that on your first day you bring the following:**

1. **Confirmation of your GCSE results – we cannot enrol you without a copy of results so this is essential.** If you can, please also bring a photocopy which you can leave with us.
2. A pen and paper. See below for the stationery you will need to purchase for the course.
3. If applicable, payment for your course/evidence of benefits

You will need to fill out a number of consent forms which will also be given to you during induction week.

The entry requirements for this course are: 4 GCSEs at Grade 3 including English and Maths. We will check your GCSE results on your first day in order to enrol you on the most appropriate level of Business. This will place you on a pathway to the final qualification you are planning to achieve, so you should not be concerned if your results are not what you expect.

***English and Maths***

***NB****: All students aged 16-18 years on a full time course are required to update their English and Maths skills if they do not hold a GCSE grade A/9-C/4 in both subjects. So please be aware that if you do not have these qualifications, you will be required to undertake a GCSE resit (or equivalent qualification) alongside your main programme of study. This is compulsory and not optional. Please be aware that you cannot be awarded for one qualification without passing the other.*

PTO

**What you need to bring with you:**

You will need to provide your own pens, paper and files and should bring them to every lesson. An A4 ring binder with ten part dividers would be most useful. You should also buy a pad of A4 hole punched lined paper which you can place into it.

Please feel free to contact us with any questions you may have regarding the above and we will be happy to help.

Best wishes,

Business Dept

01293 442234