

# BUSINESS & ADMINISTRATION LEVEL 2



## Factsheet

The qualification has been designed to cater for the wide range and diversity of jobs roles where competence in business administration is vital. It also reflects the range and depth of competence in business skills, required by individuals working in all organisations.

### Entry Requirements

There are no mandatory entry requirements for this apprenticeship. You will have a genuine interest in the business administration sector.

### Description

An apprenticeship is a framework of qualifications which may include:

- Level 2 diploma in business administration
- Functional skills in maths, ICT and English at level 1

### Guided learning hours

229-351 hours (diploma). Examples of this are on-the-job work experience, 1-2-1 learning and group teaching.

### Duration

12 months

### Mandatory units

- Communicate in a business environment
- Understand employers' organisations
- Principles of providing administrative services
- Principles of business document production and information management
- Manage personal performance and development
- Develop working relationships with colleagues

### Examples of optional units

- Handle mail
- Provide reception services
- Provide administrative support for meetings
- Manage diary systems
- Store and retrieve information
- Using email
- Data management software
- Deliver customer service
- Participate in a project

### Methods of recording study

Your qualification will be completed via paper based portfolio with interactive learning.

### Diploma

The apprenticeship includes both knowledge and competence units. Learners must complete a minimum of 45 credits which consists of mandatory and optional unit.

### Follow on courses

- Level 3 advanced apprenticeship in business administration
- Level 2 intermediate apprenticeship in a team leading
- Level 3 advanced apprenticeship in management

### Further information

If you would like advice on other work-based learning programmes, methods of delivery and eligibility for funding please contact one of our team on:

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