



Qualification Overview

Upon successful completion of your Business & Administration Level 2 Apprenticeship you will qualify with a Level 2 Diploma in Business Administration. You will also have achieved functional skills level 1 qualifications in Maths and English, and have some excellent work experience under your belt.

Occupational Profile

The Business & Administration Level 2 Apprenticeship is a starting point for anyone wishing to work in an office environment, or for those already working in an office environment who would like to undertake a professional qualification. The Apprenticeship would suit anyone within an entry – level administrative role. Typical roles include receptionists, office juniors, administrators etc.

Level
2

Cost
£2,000

Duration
15 months

Qualification Objectives include the following:

- Develop & demonstrate technical and wider sector-related knowledge and underpin competence within the job role. Including the principle and practice knowledge, such as organisational structure and environment.
- Develop and demonstrate technical and behavioural skills that support competence within the job role. Including communicating verbally and in writing, preparing business documents, organising and supporting meetings/events and managing information and diary systems.
- Develop own personal growth and engagement in learning through the development of personal, learning and thinking skills.

Entry Criteria:

Full support of your manager

How to apply?

Email: [Vocational Centre](#) for application details.

What you can expect from the apprenticeship

The apprenticeship includes training in a number of mandatory and optional units. Mandatory units include:

- Communication in a business environment
- Understanding employer organisations
- Principles of providing administrative services
- Principles of business document production and information management
- Manage personal performance and development
- Develop working relationships with colleagues

In addition to the mandatory units a specific number of credits from a choice of optional units must be achieved. Optional units include: Analysing and presenting business data, developing and delivering presentations, providing admin support for meetings, managing diary systems, collating and reporting data, administering finance and many more.

Career Progression:

This qualification is a gateway to further opportunities, such as the Level 3 Business Administrator Apprenticeship.



OUR VALUES

