

Business Administration Level 2 Apprenticeship - Framework

Pearson Edexcel



Overview:

The Business Administration Intermediate 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.

This Apprenticeship is designed with a variety of entry-level junior administrative roles in mind, where you will be learning all the essential business administration requirements fundamental to all businesses. Typical roles include:

- Receptionist
- Office Junior
- Administrator
- Legal Secretary
- Medical Secretary

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied to all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector.

The exact details of your job depend on your specific employer, but typically you can expect to work between 35 and 40 hours a week, Monday to Friday.

Outline of Programme:

This Apprenticeship is delivered in the workplace over 12 months via regular support from one of our professional tutors. It includes training in a number of mandatory and optional units which are designed to enhance your skills and knowledge across a range of business administration specific skill sets. 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 above mandatory units, you will need to achieve a specific number of credits from a choice of optional units which include: Analysing and presenting business data, developing and delivering presentations, providing administrative support for meetings, managing diary systems, collating and reporting data, administrating finance, monitoring information systems, website software and data management software.

A Business Administration Level 2 Apprenticeship is an investment in the skills you need to succeed in any business environment. These skills include:

- Good organisational skills
- Excellent 'people' skills
- An understanding and tactful approach
- Willingness to learn new techniques and methods
- Attention to detail
- Excellent time-keeping

Cost:

- Levy Paying Employer – funding will be drawn down from employer levy pot (£2,000)
- Non-Levy Employer – co-funding available, government 90% employer 10% (£200)

Important Information:

- All Apprenticeships are subject to strict eligibility criteria
- Learners are required to work in the care sector for a minimum of 16 hours per week
- Learners are required to be fully committed to complete the course
- Employers are required to fully support the learner and the delivery programme
- Apprenticeships require evidence of 20% off the job training, include Functional Skills English & Maths and End Point Assessment
- Please contact us for full details