

Business Administration

Level 2

Working in the world of business requires key skills such as time management, organisation and much more.

1

Who is this qualification for?

Business Administration Level 2 is aimed at giving employees the administrative foundation to build their career. Potential candidates may be Admin Assistants, Office Juniors, Admin Officers, Personal Assistants, Customer Advisor/Assistant and Sales Advisors. This Apprenticeship is ideal for a role involving a broad range of administrative activities, working as part of a team providing information and resources to others.

2

The Journey

This work based qualification is delivered and assessed in the work place. Each unit is planned with the employer and learner as part of a personal development plan. Assessors will engage with learners in the workplace every 4-6 weeks to review targets, mentor and train learners. A formal review will be carried out every 12 weeks with both the learner and employer to review progress and set targets.



Outcomes for the learner

Communication in a business environment.

Principles of providing administrative services.

Principles of business document production and information management.

Understanding employer organisations.

Manage personal performance and development.

Develop working relationships with colleagues.



3

Study Mode

Our provision is delivered through a mixture of face-to-face visits, e-learning and live or recorded webinars. Learners have 24/7 access to course materials and resources. This minimises travel, hiring of venues and time out of the office.

4

Focus on the skill you need

Work will involve a range of administration activities, such as: managing customer relations, managing diary systems, organising business travel and accommodation, arranging and supporting meetings, using various software and preparing text from a variety of sources.

5

Entry Requirements

There are no specific entry requirements but learners should be in a job role relevant to the qualification. Learners will be expected to achieve a minimum of level 1 English, Maths and ICT prior to completion of the qualification (unless exempt).

Impact on the employer

Well trained staff, with the skills they need to perform.

Staff who are competent in business administration.

Improved communication and collaboration internally and externally.

Incentivise your staff to develop their potential.



Duration

Typically this apprenticeship will take 12 Months



Funding Cap

£2,000



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our courses call us on
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