

# Business and Administration Level 2 Intermediate Apprenticeship

## Qualification aims/objectives/suitability

This apprenticeship provides learners with an excellent foundation for a career in administration. The training is designed to meet the skills needs of employers by attracting new talent into a career in business and administration and help to up-skill existing employees. Intermediate apprentices will work in roles such as administrators, office juniors or receptionists and will have the skills, knowledge and competencies to support business systems, processes and services and who can contribute to making businesses more efficient and productive. It is designed for those who are currently working in a business administration role.

## Functional Skills

Apprentices without English or Maths at Level 1 must achieve this prior to completing their apprenticeship.

## Course Content includes:

- Carrying out administrative and business support
- Functions
- Communicate in a business environment
- Develop and accredit competence in a wide range of administrative duties
- Understand employer organisations
- Principles of providing administrative services
- Manage personal performance and development

## Qualification

Level 2 Diploma in Business and Administration

## Duration

Typically 12 months

## Venue

The course will be delivered and supported in the workplace and by the training provider.

If functional skills are required this may be delivered in the workplace or with the training provider.