

Level 2 Apprenticeship in Business Administration (QCF)

About the course

The BTEC Level 2 and Certificate in Principles of Business and Administration have been developed to give learners the opportunity to:

- Develop essential knowledge and understanding for work in the business and administration sector
- Engage in learning that is relevant to them and which will provide opportunities to develop a range of skills and techniques, personal skills and attributes essential for successful performance in working life, such as communication and team working skills
- Achieve a nationally recognised Level 2 or 3 vocationally-related qualification
- Progress to employment in a business and administration environment
- Progress to related general and/or vocational qualifications.

The Level Certificate in Principles of Business and Administration give learners the opportunity to specialise in particular areas of administration, such as event management, contributing to change and innovation, or working in public services.

Structure of Course

Qualification credit value: a minimum of 13 credits.

Learners must take three mandatory units – 11 credits.

Learners must achieve at least two credits from the optional units.

Assessment

The overall grade for each qualification is a 'pass'. The learner must achieve all the required units within the specified qualification structure.

To pass a unit the learner must:

- Achieve all the specified learning outcomes
- Satisfy all the assessment criteria by providing sufficient and valid evidence for each criterion
- Show that the evidence is their own.

The qualifications are designed to be assessed:

- In the workplace or
- In conditions resembling the workplace, as specified in the assessment requirements/strategy for the sector, or
- As part of a training programme.

Contact us

Call: 0844 248 0515

Email: sales@ixionholdings.com

Web: www.ixionholdings.com

Course Modules

Mandatory Group –

- Unit 1 Principles of Personal Responsibilities and Working in a Business Environment
- Unit 2 Principles of Providing Administrative Services
- Unit 3 Principles of Managing Information and Producing Documents

Optional units

- Unit 4 Principles of Supporting Change in a Business Environment
- Unit 5 Principles of Supporting Business Events
- Unit 6 Principles of Maintaining Stationery Stock
- Unit 7 Building Working Relationships with Customers
- Unit 8 Principles of Working in the Public Sector
- Unit 13 Principles of Project Management
- Unit 14 Principles of Budgets in a Business Environment
- Unit 15 Principles of Contributing to Innovation and Change
- Unit 16 Principles of Working in the Public Sector

Remaining units can be found on the providing qualification board's website



INVESTOR IN PEOPLE



Funded by

