

Cambrian Training Hyfforddiant Cambrian ®

LEVEL 2 APPRENTICESHIP IN BUSINESS AND ADMINISTRATION



This qualification is for learners who work in, or who want to work in Business Administration in job roles such as:

- Administrator
- Business Support Officer
- Office Junior
- Receptionist

It gives learners the opportunity to develop and demonstrate technical and wider sector-related knowledge to underpin competence in the job roles stated above.

This includes the principles and practices underpinning the core tasks and responsibilities related to the job roles above as well as wider work-related knowledge such as organisational structure and environment, the use of research in business, equality and diversity and the legal context of business.

Also to develop and demonstrate a range of technical skills and behaviours, this includes communicating verbally and in writing, preparing business documents, organising and supporting meetings and events and managing information and diary systems.

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Course Delivery

Assessment will take place in the workplace and you will be supported by a training officer who has industry experience. Your training officer will visit you once per month for up to two hours and you will be given work to complete before your next assessment. You will have an online e-portfolio which you will use to gather evidence. Work based assessments and observations will be carried out and you will be expected to produce products of work to demonstrate your competence. The BTEC Award will be completed using online assessments.

Entry Requirements

If an apprentice has not already achieved Level 1 English and Maths they are expected to study for them and take the tests via our Essential skills program, which will develop and ultimately demonstrate the apprentices' ability to use English and Maths. Employers see these skills as essential, and by holding this qualification apprentices are showing they have the ability to apply them in work situations.

Recommended time on programme

15 Months

Course Units

A minimum of 45 credits must be achieved at level 2 or above.

MANDATORY UNIT	CREDITS	UNIT TITLE		
1	3	Communicate in a business environment		
2	3	Understand employer organisations		
3	4	Principles in providing administrative services		
4	4	Principles of business document production and information management		
5	4	Manage personal performance and development		
6	3	Develop working relationships with colleagues		
GROUP B - OPTION	GROUP B – OPTIONAL UNITS: MINIMUM OF 14 CREDITS			
7	3	Administer the recruitment and selection process		
8	3	Handle mail		
9	4	Organise business travel or accommodation		
10	3	Provide reception services		
11	4	Provide administrative support for meetings		
12	4	Prepare text from notes using touch typing		
13	2	Manage diary systems		
14	3	Collate and report data		
15	3	Contribute to the organisation of an event		
16	2	Employee rights and responsibilities		
17	6	Prepare text from shorthand		
18	3	Buddy a colleague to develop their skills		
19	4	Store and retrieve information		
20	3	Administer parking dispensations		
21	4	Administer finance		
22	4	Prepare text from recorded audio instruction		



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