



Qualification:	Apprenticeship - Level 2 Diploma in Business Administration
Duration:	13 months
Dates:	On demand
Location:	Workplace or Pembrokeshire College
Price:	No cost

COURSE AIM:

This Level 2 Certificate is designed to reflect the work of administration staff across a wide range of industries and types of organisations and is for those who are working with some autonomy and personal responsibility. Optional units provide opportunity to show understanding and skills in a variety of areas, including basic finance, IT and contributing to events

ENTRY REQUIREMENTS:

The Apprenticeship framework is for those under 25 years of age who are employed. To encourage diversity in the workforce there are no formal entry conditions for this framework. However, an initial assessment of each learner's suitability for entry to the Apprenticeship will be undertaken prior to enrolment.

SUITABLE FOR:

- Administration Officer/Executive
- Administration team leader / Office supervisor
- Personal assistant
- Secretary

COURSE CONTENT:

Learners will complete the Level 2 Diploma and also Essential Skills Wales. The Level 2 Diploma in Business Administration includes both knowledge and competence units. Learners must complete a minimum of 37 credits of which 24 credits must be selected from units at level 2:

- Manage own performance in a business environment
- Communicate in a business environment
- Solve business problems
- Contribute to running a project
- Produce documents in a business environment
- Support the organisation of an event
- Develop a presentation
- Analyse and report data
- Agree a budget
- Contribute to innovation in a business environment
- Administer the recruitment and selection process
- Improving productivity using IT
- Website software





Required Essential Skills Wales:

- Communication - Level 1
- Application of number - Level 1
- IT - Level 1

Learners must also complete an Employee Rights and Responsibilities (ERR) booklet

PROGRESSION:

On completion learners achieving the Level 2 can progress onto the Level 3 Apprenticeship in Business & Administration.

