



BUSINESS AND ADMINISTRATION

LEVEL 2 INTERMEDIATE APPRENTICESHIP

Entry Requirements

There are no mandatory entry requirements for Intermediate apprentices although A-D GCSE English and Maths is recommended along with an interest in business administration.

Qualifications to be completed

- Level 2 NVQ Diploma in Business and Administration
- Level 1 Functional Skills English
- Level 1 Functional Skills Maths
- Level 1 Functional Skills ICT
- Employment Rights and Responsibilities
- Personal Learning and Thinking Skills

Length of programme

12 months

Mandatory modules

- Communication in a Business Environment
- Understand Employer Organisations
- Principles of Providing Administrative Services
- Principles of Business Document Production and Information Management
- Manage Personal Performance and Development
- Develop Working Relationships with Colleagues

Example optional modules

There are over 50 optional modules and which you choose will depend on your job role. The most commonly chosen options are:

- Provide Reception Services
- Employee Rights and Responsibilities
- Produce Business Documents
- Using Email
- Deliver Customer Service

Day-to-day activities

Day-to-day activities depend on the specific job role but you are likely to be communicating verbally and in writing, preparing business documents, organising and supporting meetings and events and managing information and diary systems.

Assessment

Apprentices will be required to produce evidence using e-portfolio software. A Skills Coach will visit once a month to observe apprentices. Some diploma units and functional skills include tests which need to be taken at a training centre.

Potential future job roles

- Administrative assistant/administrator
- Civil Service administrative assistant/officer
- Payroll clerk/supervisor/manager
- School administrative assistant
- Secretary

**To find out more call 0300 111 8030,
email skills@entrust-ed.co.uk or visit
www.entrustskills.co.uk**