

Intermediate Apprenticeship in Business & Administration – Level 2

The Intermediate Apprenticeship in Business and Administration is designed to reflect the work of administration staff across a wide range of industries and types of organisations and are for those who are working with some autonomy and personal responsibility.

Who is the qualification for?

This Apprenticeship is about playing an important support role within a business or organisation and will provide learners with an introduction to business functions from which they may achieve competence in a variety of contexts. Administrators handle the day-to-day tasks in an office and make sure things run smoothly – 97% of employers say that effective administration is essential to their business, so they do a crucial job.

You will need to have:

- Good standard of education, ideally with GCSEs in English, maths and ICT at Grade C or above
- Have good verbal and written communication skills
- Be presentable and enjoy working as part of a team
- Have a keen interest in a range of office duties.

What sort of job could I have?

Intermediate apprentices may work in roles such as administrators, office juniors, receptionists or medical receptionists.

How will I be trained and what will I learn?

You will be trained on a 2 or 4 weekly day release basis at one of our training centres. You will be taught all aspects of Administration. The training will reinforce the practical training you will receive from your employer.

Progression: With your transferable skills, combined with support and opportunities in the workplace, you can progress onto: Level 3 Advanced Apprenticeships; Further education to undertake a range of Business and other medical related further education programmes; or even Advanced (14 – 19) Diplomas in a range of related sectors, including Business, Administration and Finance, Information Technology, Public Services and Retail Business

Summary of framework:

- NVQ Level 2 Certificate in Business & Administration (QCF)
- Technical Certificate:
Certificate in Principles of Business & Administration Level 2 (QCF)
- Functional/Key Skills in English, maths & ICT
- Employee Rights and Responsibilities (ERR)
(ERR - incorporated with Technical Certificate)
- Personal Learning and Thinking Skills:

<input type="checkbox"/> Independent enquiry	<input type="checkbox"/> Creative thinking	<input type="checkbox"/> Reflective learning
<input type="checkbox"/> Team working	<input type="checkbox"/> Self management	<input type="checkbox"/> Effective participation



For further information please call 01278 426828
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