

# APPRENTICESHIP

## Business Administration



The Business Administration Apprenticeship at Level 2 usually takes at least 1 year to complete. In order to achieve the full apprenticeship qualification at Level 2, the learner must successfully complete all elements of the framework. The learner will be expected to attend Ealing, Hammersmith and West London College one day a week during term time at our Hammersmith site. An assessor will visit the learner at their workplace, every 3 weeks.

The Business Administration framework consists of the following elements:

- NVQ Level 2 in Business Administration
- BTEC Level 2 Diploma in Business Administration
- Key Skills Level 1 in Application of Numbers and Level 2 in Communication

### **BUSINESS AND ADMINISTRATION NVQ LEVEL 2 APPRENTICESHIP**

Candidates must achieve 5 units in total. These are drawn from 2 mandatory core units and 3 optional units.

#### **MANDATORY UNITS**

- Carry out your responsibilities at work
- Work within your business environment

**Plus three OPTIONAL UNITS selected in conjunction with the tutor and employer - depending on training needs**

- Administration, Team Working and Personal Development
- Communication Techniques and Information Management
- Legal Procedures and Administration
- Customer Service in an Administrative Environment
- Administrative Functions
- Organising and Supporting Meetings
- IT for Administration