

UKTD



INTERMEDIATE APPRENTICESHIP IN BUSINESS ADMINISTRATION (LEVEL 2)

City & Guilds
Approved Centre



COURSE INFORMATION

Our new Business Administration courses aim to provide candidates with the business knowledge and skills needed to be an organised and efficient administrator.

Level 2 will suit you if you are working in or want to work in a business support role. Parts of your job role may include making and receiving telephone calls, helping with the organisation of meetings and events, dealing with travel requests, handling mail, record keeping and using electronic message systems and office equipment.

An efficient business administrator needs to be organised with good verbal and written communication skills, along with a keen eye for detail. Our experienced assessors will be on hand to help, encourage and guide candidates and employers through every step of the qualification, ensuring a high quality training experience.

This qualification could be appropriate for jobs such as:

- Secretary
- Receptionist
- Administrator
- Personal Assistant
- Office Supervisor
- Team Leader
- Manager

Duration of the Course - 12 months

Mandatory Units

- Communication in a business environment
- Principles of providing administrative services
- Principles of business document production and information management
- Understand employer organisations
- Manage personal performance and development
- Develop working relationships with colleagues

Optional Units

- Produce business documents
- Produce minutes of meetings
- Develop customer relationships
- Principles of team leading

Other Apprenticeship Requirements

- Personal Learning & Thinking Skills (PLTS), ERR Workbook and Functional Skills L1 in English, Maths & ICT

Course Structure

Learners must achieve **45** credits in total; **21** credits from the mandatory units and **24** credits from the optional units. You will be able to select those that are most appropriate to your job role.

Progression

On successful completion of this qualification, you may wish to progress to Level 3 or another qualification appropriate to your personal development. There are also privately funded qualifications available e.g. Award in Education and Training Level 3 or Training Assessment & Quality Assurance (TAQA) Level 3 & 4. Please see our brochure for the full range of qualifications.

How the course is delivered

Your induction and the course will be delivered at your place of work where you will be visited by an experienced assessor who will help you develop the evidence for your electronic portfolio.

How to Apply

You can contact us in the following ways:



Please scan to send an email & we will get back to you to discuss your requirements

Go to our website: www.uktd.co.uk

Alternatively you can:

Telephone: 01442 230 130

Email us at: enquiries@uktd.co.uk

Or find us on:



UK Training & Development



@UKTDHemel

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