

FOR APPRENTICES

Business Administration Apprenticeship Level 2

Course Details

This Apprenticeship provides evidence of competence in a supporting role in an office environment. It is aimed at people that work as part of a team and ensure the effective provision of information and resources to others.

Apprenticeship Framework Components

- L2 NVQ Diploma in Business Administration
- L2 Technical Certificate in Business Administration
- Functional Skills

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

Further credits must be achieved from a range of optional units.

Functional Skills

Functional Skills are skills that are needed in a range of activities in education and training, work and life in general. The Functional Skills required for this framework are:

- Maths Level 1
- English Level 1
- ICT Level 1

Successful completion of these functional skills is essential to complete the framework. Not all apprentices need to study their Functional Skills depending on previously gained qualifications.

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If you have a Level 1, but do not have a Level 2 in English and maths you will be required to study for this and sit the test. Further advice will be provided at enrolment.

Duration

The average expected completion time for this framework is 12 months although it can take longer. Confirmation of duration will be advised on your enrolment to the apprenticeship programme.

Earnings

The National Minimum Wage for an Apprentice is advertised on <https://www.gov.uk/national-minimum-wage-rates>

Holidays

Holidays will be agreed with your employer. Your minimum entitlement is 20 days per year plus Bank Holidays.

Progression

The majority of our apprentices continue to be employed on a full-time basis at the end of the apprenticeship. There are also good opportunities for you to progress to an Advanced Apprenticeship at Level 3.

Off The Job Training

There is a requirement for all apprentices to complete 20% of their time in 'off the job' training. This includes the need to attend Redcar & Cleveland College at least one day a week.

Future Changes

As part of the Apprenticeship Reform, this framework may be changing to an Apprenticeship Standard.

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Contact

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