



# The Intermediate Level Apprenticeship in Business Administration Programme

## Overview

An apprenticeship is a great way for individuals to 'earn as they learn' and for employers to discover skilled and talented employees.

An Intermediate Level Apprenticeship in Business Administration (Level 2) is ideal for people wishing to work and gain skills in an office environment. Every business needs effective administration, and that need remains despite changes that may occur in terms of products or services. Administrators handle the day-to-day tasks in an office to help ensure things run smoothly. The role can involve organising people and resources, typing up board meeting documents, inputting, preparing and presenting financial data, etc. This sort of role requires a strong sense of responsibility, accuracy and attention to detail.

The Level 2 (Intermediate) Apprenticeship in Business Administration is made up of the following components:

- The Level 2 Diploma in Business Administration (this is a combined qualification that assesses both knowledge and competence)
- Level 1 Maths, e.g. GCSE in Maths, minimum grade E (if not already achieved)
- Level 1 English, e.g. GCSE in English, minimum grade E (if not already achieved)
- Level 1 Information, Communication Technology, e.g. GCSE ICT, minimum grade E (if not already achieved)
- Employee Rights and Responsibilities (ERR)
- Personal Learning and Thinking Skills (PLTS)

## Who is this programme suitable for?

Candidates that wish to undertake this programme may be working on one of the following roles, although this list is not exhaustive.

- Administration assistant
- Business support officer
- Office junior
- Receptionist

## Learning and assessment

An Apprenticeship is a job with an accompanying skills development programme. It allows the apprentice to gain technical knowledge and real practical experience, along with functional and personal skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context.

## Support

Each learner will be allocated a tutor/assessor who is a subject specialist within business administration. Tutors/assessors will support and advise learners throughout their programme and will:

- Provide a comprehensive induction to the programme
- Support candidates to select the most appropriate optional units
- Discuss with candidates the most appropriate methods of assessment, these may include: observation, work products, witness testimonies, discussion, written questions and answers
- Support candidates in developing their knowledge and understanding
- Plan with candidates how to meet the qualification requirements
- Review and feedback on the work candidates complete

## Duration

In order to comply with both the Department for Business and Innovation and the Skills Funding Agency's requirements:

- Learners aged 19 years or under will be on programme for a minimum of 12 / 18 months dependent on the framework requirements.
- Learners over the age of 19 years will be on programme for a minimum of 12 / 18 months, unless accredited or recognised prior learning against any part of the framework exists, then the minimum duration for those aged 19+ becomes 6 months.

## Progression

Intermediate apprentices, with support and opportunities in the workplace, can progress onto:

- The Advanced Level Apprenticeship in Business Administration

With additional training, apprentices may be able to progress in their careers to roles such as: finance officer, records clerk or assistant, human resources administrator or sales administrator.

## Questions

Please contact us:

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