



Business Administration - Level 2

This Intermediate Level 2 Apprenticeship in Business Administration is designed for those in an administrative role with an element of individual responsibility. The course aims to develop practical skills and the knowledge essential to working in an office environment within any industry sector.

Components

- Level 2 Diploma in Business Admin - This is designed to build on the knowledge and skills learned in a related Level 1 qualification. These qualifications develop the workplace-related skills and knowledge a learner needs to progress in their chosen area of employment. A Diploma contains more credits than an award or a certificate and often has a longer duration. Diplomas often involve practical training and work experience.
- Functional Skill English, Maths and ICT - This support develops learners practical skills and are designed to help learners gain the most out of work, education and everyday life. There's a strong focus on explanation and problem-solving, with a choice of paper assessment or on-screen, on-demand assessment.

To be eligible for Apprenticeship funding, learners must:

- Not currently be studying other state funded qualifications
- Have a contract of employment
- Have resided in the European Union for the last 3 years

Candidates with degree level qualifications that were previously ineligible for an Apprenticeship are now eligible under the new funding rules.

Employer benefits

Our experience and expertise can help employers make real improvements to their businesses, by:

- Reducing training and recruitment costs
- Increasing productivity
- Developing a skilled, motivated and qualified workforce
- Improving customer satisfaction
- Receiving financial return on investment

Learner benefits

An Apprenticeship offers learners a practical alternative to university and a fast route into a career of their choice; or gives existing employees a chance to develop and improve on their skills.

They can benefit from:

- Not paying tuition fees
- Gaining knowledge of how a chosen industry works and working on skill gaps
- Taking advantage of high quality training and support from an employer
- Gaining nationally recognised qualifications
- Learning at a pace suited to their individual needs, with the support of a mentor

What's covered?

It is a very flexible qualification where learners can choose the main pieces they wish to learn in tune with business needs. Some examples of skills that can be improved include;

- Providing administrative support for meetings
- Organising events
- Develop working relationships with colleagues and networking skills
- Using a telephone and voicemail system
- Learning a variety of software essential to this role, including Excel, web software and specialist software specific to the company
- Communication skills; questioning, listening and getting your message across
- How to type fast and take meaningful quick notes
- Taking meeting notes



Benefits to training with Tess?

- Incredible trainers with industry specific knowledge and an ability to inspire
- Amazing 90% overall success rate in our courses
- OneFile - award winning learning platform that brings training and assessment together
- BKSb - the UK's most popular online Functional Skills and GCSE Solution. A diagnostic and tailoring tool that increases the learner experience and chances of success
- Learning & Development Style Workshops

The Tess Group
28 Queensbridge
Northampton
NN4 7BF

01604 210500
thetessgroup.com

