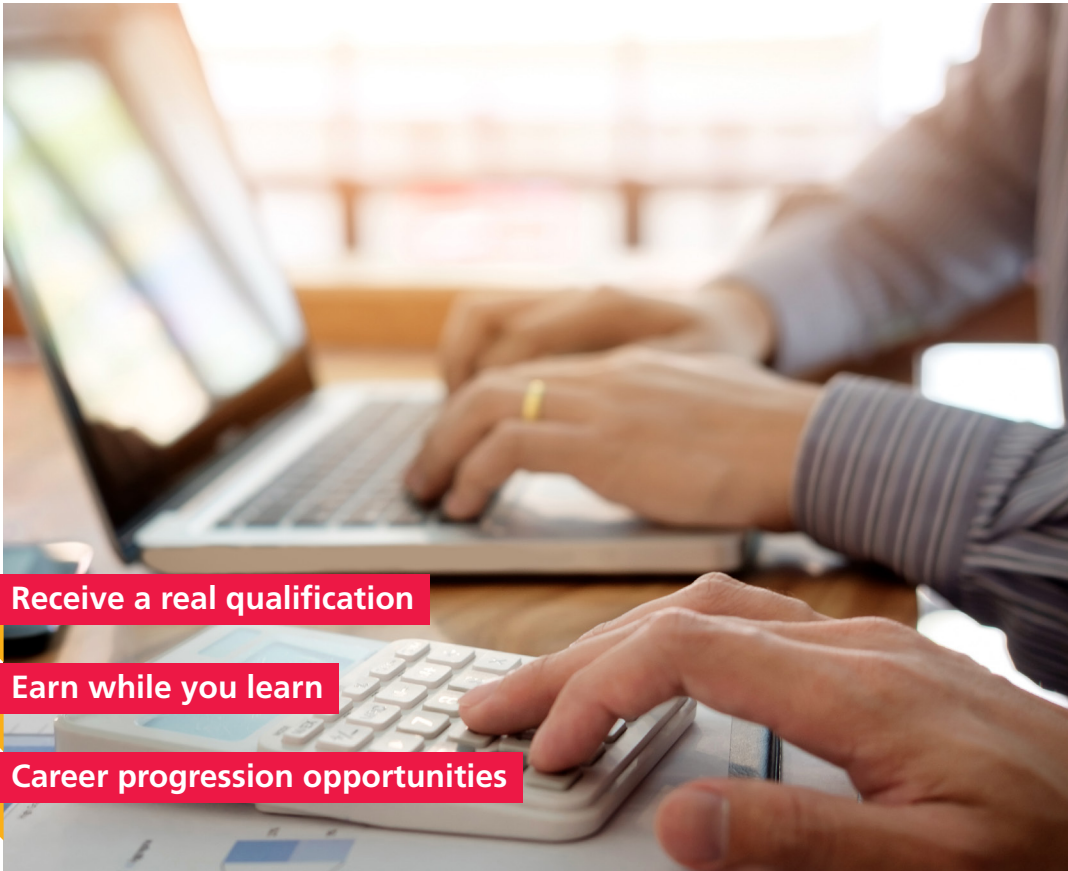


Business Administration

Course	Qualification	Type	Level	Length
Business Administration	Level 2 Diploma in Business Administration			15 months



Receive a real qualification

Earn while you learn

Career progression opportunities

This course is delivered predominantly work-based with learners expected to undertake off the job learning whilst on employer's premises.

The Level 2 Business Administration apprenticeship is designed to enable the apprentice to develop a wide range of administration skills that are relevant to the apprentice role and organisation.

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 **APPRENTICESHIP FRAMEWORK**

An Apprenticeship Framework programme offers a combination of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context.

PROGRESSION OPPORTUNITIES

- Level 3 Business Administrator Apprenticeship

ASSESSMENT METHODS

- Assignments
- Work-based observation
- Professional discussion
- Portfolio of evidence
- Expert witness testimonies

ENTRY REQUIREMENTS

Set by the employer but apprentices must demonstrate via initial assessment that they are working at Entry Level 3 in both English and maths unless an Education Health and Care Plan is held.

Programme timeline - Apprenticeship Framework 15 Months

FR WK

