



BUSINESS & ADMINISTRATION

Level 2, Apprenticeship Framework

ELIGIBILITY/ENTRY REQUIREMENTS

- Aged 16+ years.
- Typically candidates will have achieved grades 3-9 in English and maths or equivalent.

The framework is designed to meet the skills and needs of employers by attracting new talent into a career in Business and Administration and help to up-skill the workforce.

Administrators need a broad range of skills to work efficiently and to help increase business productivity. These include customer-handling, technical and practical, oral communication and IT skills. It also builds in softer skills such as team-working, interpersonal skills and the ability to reflect on personal learning.

APPRENTICESHIP REQUIREMENTS

Supporting and engaging with different parts of the organisation and interacting with internal and external customers.



TYPICAL JOB ROLES IN THIS AREA INCLUDE:

Business Administration, Office Juniors, Receptionist, Medical Receptionist.

PROGRESSION ROUTE:



KEY FACTS:

Delivery location	Workplace.
Typical duration	12 months.
Study mode/frequency	Blended learning approach and monthly support within the workplace by a dedicated specialised sector assessor. Regular communication throughout the month.
Apprenticeship Framework	Upon completion the apprentices will receive a level 2 Business Administration Apprenticeship and a level 2 City & Guilds Business Administration qualification.
Knowledge and skills	These qualifications are work-based qualifications, which allows learners to develop knowledge, understanding and skills essential for working in a business and administration environment, such as communication skills, working with others and managing and improving own performance.
Competency/skills or behaviours	Professionalism, adaptability, responsibility, personal qualities, managing own performance, communication.
Functional Skills	Functional Skills will be required for English and Maths at level 1 or 2 if you have not already attained an equivalent qualification.
Assessment	Ongoing assessment of portfolio and on-line knowledge testing.

For further information contact START on **0161 886 7461** or email **start@tcg.ac.uk**

Stockport, Trafford, Apprenticeship, Recruitment Team



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