Study Programme

Business Administration Level 2

WHAT DOES THIS PROGRAMME CONSIST OF?

Business Administration Level 2

- Responsibilities & working in a Business Environment
- Providing Administrative Services
- Managing Information & Producing documents
- Principles of working in the Public Sector (Optional)
- Maintaining stationery stock (Optional)
- Supporting change in a Business Environment (Optional)

Personal Development Level 1 or Level 2

- Applying for Jobs
- Interview Skills
- Preparing for a Work Placement
- Self-Assessment
- Develop a Presentation
- Managing my Money
- Working in a team
- Learning from a Work Placement
- Positive Behaviours
- Deliver a Presentation

Additional Knowledge/Training

Enrichment Activities which include Apprentice and employer guest speakers, Microsoft Office Specialist Training, Boundary and Resilience Training.

Work Placement

As part of the programme you will attend a Work Placement in an administration role, this will support the skills you learn within your Business Administration Level 2 qualification. At the end of your Work Placement the employer will provide you with the opportunity of an Interview for an Apprenticeship/role with them and/or a written reference.

Functional Skills

If you do not already hold a GCSE in Maths and English at grade 4 or above you will need to complete Functional Skills

- Maths Level 1 or Level 2 Functional Skill
- English Level 1 or Level 2 Functional Skill

Apprenticeships ilm Approved Centre City & Guilds Pearson HABC Cyber Essentials Certified Microsoft Office Specialist Authorized Testing Center matrix disability confident Employer Education & Skills Funding Agency

Study Programme in Business Administration

ABOUT THIS PROGRAMME

This programme is designed to support you to progress onto a Business Administrator Level 3 Apprenticeship or secure a permanent role as an Administrator. As part of the programme you will be supported and trained to develop your employability skills and complete a personal development qualification.

Business Administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services.

Your work placement and the Level 2 qualification will allow you to develop the knowledge skills and behaviours to support your development and career in administration. They will provide a foundation of skills and knowledge to add to your CV / job applications that will allow you to secure a role in Administration whether that be an Apprenticeship or part time/full time roles.

Whilst enrolled onto the programme you may be eligible for a Bursary to support you financially whilst studying on the programme.

Delivery of the Training: -
Depending on your Maths and English requirement you will attend our training centre 2 or 3 days a week with a work placement 2 days per week.

During your time at the training centre in addition to the qualification you work towards you will have 121 sessions with our recruitment advisors who will support you to continually apply for Apprenticeships/Jobs as well as support you to develop your interview skills.

We will review you progress towards your qualification and employment goals monthly to ensure the programme meets your individual requirements.

Duration: -
Typical duration of the programme is 30 weeks however your programme is individualised and will be tailored to your needs following our initial assessment process.

Eligibility: -
To enrol onto this programme, you must meet our eligibility requirements which include: -

- Aged 16-18
- Hold a GCSE in Maths and English at Grade 4 or above or
- Hold a GCSE in Maths and English at Grade 2 or below

Funding: -
Fully funded government programme for 16-18 and 19-24 with an Education Health Care Plan

For further information or if you wish to book an appointment with an advisor please contact the Recruitment Team on 0115 9468182 or Recruitment@Prostartuk.co.uk