



BTEC LEVEL 2 IN BUSINESS ADMINISTRATION

COURSE OVERVIEW

This Apprenticeship is for Administrators, covering a wide range of duties in the workplace. This qualification consists of 6 mandatory units and optional units that can be selected to suit your business needs. Skills will be developed in the workplace, which include underpinning knowledge & practical tasks.

TRAINING BENEFITS

On completion of this 15-18 month programme, Apprentices will demonstrate a range of administration skills that will allow them to successfully carry out a variety of tasks within the office environment.

WHAT IS COVERED?

- NVQ Portfolio (Units tailored to job role)
- Communication Skills
- Organisational & Time Management Skills
- Maths, English & ICT
- PLTS (Personal Skills)
- Employee Rights & Responsibilities



If you would like more information regarding Apprenticeships or the services we provide then please contact us on 01902 713552, alternatively you can find out more information via our website.



Education & Skills
Funding Agency

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