

Level 2

DIPLOMA IN BUSINESS ADMINISTRATION

Who is it for?

Ideal if you work in an administrative role such as a receptionist, personal assistant or office junior and are looking to develop your skills or progress to more senior administrative roles.

Accredited by:

City and Guilds



Duration:

13 months



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Entry requirements

To undertake this programme you must be working in an administrative role and have the opportunity to meet the assessment demands that will enable you to benefit from the qualification. You must hold 5 GCSE's (grade A* - E / 9-3) or achieve level 1 in English and Maths during initial assessment.

Qualification

You will achieve the City and Guilds Level 2 Diploma in Business Administration.

Progression route

You could progress to the Level 3 Diploma in Business Administration.

Results for you

- Gain a thorough understanding of the organisation, it's mission and goals
- Understand the principles of providing administration
- Have the confidence and ability to communicate professionally in a business environment
- Develop productive working relationships with colleagues.

Impact for your employer

- Learning and development tailored to meet individual business objectives and goals
- Motivated, highly professional staff who have good understanding of all aspects of administration.

Why choose The Learning Foundry?

- Established for over 25 years
- High quality training rated 'Good' by Ofsted
- Liverpool City Centre Campus close to main bus and train links
- Team of industry experienced tutors
- Careers advice and guidance
- Training tailored to meet your individual needs.

Why choose an apprenticeship?

- Earn while you learn - take home a real wage
- Be trained in the skills employers want
- Progress quickly
- Learn at a pace that suits you and have the dedicated support of a mentor
- Enjoy paid holidays
- You won't have the debts of university.

"Apprentices and trainees are confident, self-assured and enjoy their learning. They develop good work-related skills, including increased confidence, team working, problem solving and time management."

"Following their courses, a high proportion of apprentices and trainees gain new responsibilities and/or promotion. The majority of trainees progress to apprenticeships, employment or further education."

Ofsted rated 'GOOD' 2019.