



To enable learners to achieve their full potential

Business Administration Apprenticeship Level 2

Rapido Training

Accreditation: City & Guilds

Level: Level 2

Usual Duration: 6 months

Progression: Level 3

Meant for: The Apprenticeship in Business and Administration is aimed at those who want to learn, develop and practice the skills required for employment and/or career progression in the business and administration sector.

Summary/ Description: The level 2 qualification is intended for individuals whose role involves carrying out a broad range of administrative activities. The individual's work situation will provide the opportunity to be involved in managing customer relations, managing diary systems, organising business travel and accommodation, organising and supporting meetings, using various software, preparing text form a variety of sources.

Start: This qualification can be started at any time during the year. You must be employed within a business administration industry.

Course outline: An apprenticeship is a framework of qualifications designed to support the development of occupational competence of employees. The apprentice completes the NVQ, the Certificate in Business Administration, Key Skills Communication and Application of Number and a short course on Employment Rights and Responsibilities.

Entry Requirements: Learners are initially assessed on entry, so that levels of literacy, numeracy, communication skills and sector understanding can be determined. This initial assessment will consider previous qualifications and practical experience.

Delivery: The qualification is assessed by observation in the workplace and testimony of the learner's practice, supported by questioning of knowledge to provide evidence of competence.

Cost: There is no charge for learners under 19 yrs. Cost for over 19 years is negotiated depending on the employers other contributions, such as time for study during working hours or provision of access to the internet with a minimum charge of £100 for registration.

To apply or for further details
please contact us at:

Rapido Training
16 The Glenmore Centre
Marconi Drive
Waterwells Business Park
Quedgeley
Gloucester GL2 2AP

Tel/Fax: **01452-886625**

Email: **info@rapidotraining.co.uk**



Care and Child Care Training

Rapido

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