

## Purpose Statement

<b>Name of regulated qualification</b>	
<b>QN: 603/0481/9</b>	<b>Title: Pearson BTEC Level 2 Technical Certificate in Business Administration (240 GLH)</b>

### What is Business Administration?

Approximately 3.2 million people in the UK are employed within an administrative and secretarial role, mainly based in sectors such as public administration, education, health, finance and professional services.

The roles within business administration can be varied across the sector. However, employers expect their administrative staff to be multi-skilled, with technical and practical administration skills that include an increased focus on service delivery both in the workplace and digitally.

Careers in business administration offer a fantastic progression pathway into a number of roles throughout an organisation, and the skills you can develop are highly transferable across all industries.

### Who is this qualification for?

This qualification is for you if you want to start a career in business and professional administration. It is designed for post-16 students and can be taken as part of a wider study programme. It is an ideal qualification if you are intending to progress directly to employment within an administrative role, or to a business administration apprenticeship.

## What does the qualification cover?

This qualification has been developed in consultation with cross-sector employers to ensure it enables you to learn the skills and behaviours that will give you the best opportunity to be successful when applying for work.

All the content of the qualification is mandatory and relates directly to the skills, knowledge and behaviours expected by employers in a business administration role. The areas you cover include:

- understanding administrative services
- providing administrative services and business support
- using business technology to process and communicate information
- planning, organising and supporting business events.

You will also enhance your broader skills in literacy and numeracy, which will be invaluable in supporting progression in other areas. In addition, you will develop transferable technical and practical skills in communication, decision-making, self-management and development, problem solving and managing information.

As part of your course, you will be required to engage with sector employers, where opportunities will be given for you to develop practical skills in preparation for employment.

## What could this qualification lead to?

Achieving this qualification will give you an advantage when applying for a job in business administration. The types of role you will be ready for include:

- business administrator
- administrative assistant
- sales administrator
- office administrator.

When studied as part of a full study programme, typically alongside maths and English, this qualification also gives you a sound basis to progress further within a business administrative role, and to a level 3 qualification such as a Pearson BTEC Level 3 National Extended Diploma in Business, or a Pearson BTEC Level 3 National Diploma in Enterprise and Entrepreneurship.

## Who supports this qualification?

This qualification is supported by the following professional bodies:

- CIPD (Chartered Institute of Personnel and Development)
- CIPS (Chartered Institute of Procurement and Supply)

This qualification is supported by the following employers:

- British Gas
- BT
- C&T Restaurants Ltd (McDonald's Franchisee)
- RPMC

### Further information

There are three additional BTEC Level 2 Technical Certificates available in the business sector:

- Pearson BTEC Level 2 Technical Certificate in Customer Service Operations
- Pearson BTEC Level 2 Technical Certificate in Retail Operations
- Pearson BTEC Level 2 Technical Certificate in Business Enterprise

Further information about the qualification can also be accessed at:

<http://qualifications.pearson.com/en/qualifications/btec-technicals/business-administration.html>