

Pearson BTEC Level 2 Certificate in Principles of Business Administration (QCF)**Qualification Number: 601/5261/8****What is the purpose of this qualification?**

The Pearson BTEC Level 2 Certificate in Principles of Business Administration (QCF) is designed to provide learners with a broad range of underpinning occupational knowledge that is required by employers to work within a Business Administrative environment and role.

Achievement of this qualification prepares the individual to enter the Business and Administration sector in the potential job roles listed below at this level, including cross-sector administrative related roles at a level that involves carrying out business administrative tasks under minimal supervision and instruction.

What does this qualification cover?

This qualification is based on the most up to date National Occupational Standards (2013) for the Business and Administration Sector as defined by Skills CFA, the Sector Skills Body. The qualification is accredited on the Qualifications and Credit Framework.

The entirety of this qualification's 17 credits (122 - 136 Guided Learning Hours) relates to vocational occupational knowledge. Learners will complete four mandatory units in Principles of: Working in Business Administration; Professional Behaviour; Providing Administrative Services and Creating Documents. Learners will then choose from a range of optional units that align to the duties of their Business Administrative role or aspiring role such as Principles of: Reception Services; Supporting Meetings; how to Solve Problems in a Business Environment; Understanding Customers and Social Media in a Business.

How is this qualification assessed?

This qualification is assessed through internal assessment (written assignments, practical tasks, portfolio of evidence, centre devised assessments etc).

Who could take this qualification?

This qualification is for all learners aged 16-18 and 19+ who are capable of reaching the required standards. Learners do not need any prior qualifications, knowledge or experience before starting the qualification however they may be seeking work within the business and administration sector or be already employed in a business administrative or cross-sector administrative and secretarial role.

It is also appropriate for up-skilling those individuals who are employed within a role that is predominately operational, or a skilled trade occupation, but has varying degrees of administration. It allows the learner to gain the right level of occupational knowledge in business administration - *'the basics of administration'* - that appropriately complements a larger sector or industry specific qualification and learning programme.

What could this qualification lead to?

Learners could progress on to a Pearson BTEC Level 2 Diploma in Business Administration that demonstrates occupational competency for the potential job roles listed below at this level, including an apprenticeship in business administration.

Learners could also progress to Level 3 qualifications in business administration that are designed for learners' to demonstrate a practiced set of skills when carrying out business administrative operations including the introduction of developing and managing administrative systems, processes and functions. Level 3 qualifications in this sector further develop learners' knowledge and understanding of the principles that underpin working in a business administrative environment including the principles of business, covering the broader, cross-organisational processes that an administrator will need to understand.

Qualifications include:

- Pearson BTEC Level 2 Diploma in Business Administration (*competency qualification*)
- Pearson BTEC Level 3 Certificate in Principles of Business Administration
- Pearson BTEC Level 3 Diploma in Business Administration (*competency qualification*)

Potential job roles for those working towards this qualification are:

Programme Support Officer
Administrator
Administration Supervisor
Receptionist

Secretary
Office Junior
Legal Secretary
Business Support Officer

Who supports this qualification?

This qualification is highly valued and supported by a variety of employers in the Business and Administration Sector including those within Education and Training, Housing Associations, Public Services, NHS Trust and Financial Services Industries.