

**Pearson BTEC Level 2 Extended Certificate in
Principles of Working in Business Administration (QCF)**

Qualification Number: 601/6890/0

What is the purpose of this qualification?

The Pearson BTEC Level 2 Extended Certificate in Principles of Working in Business Administration is intended as a Technical Certificate, and is designed to provide learners with a broad range of underpinning occupational knowledge including a work experience opportunity 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 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.

A minimum of 23 credits is required to achieve this qualification (177 - 190 Guided Learning Hours). It fits comfortably into the first year of a study programme, alongside English and Maths where those subjects are still needed, or alongside a complementary Business Administrative competency qualification or a sector specific vocational qualification such as Information and Creative Technology, Sport, Construction and Health and Social Care etc.

Learners will complete a 6 credit Planning and Participating in Work Experience unit where they will undertake a work placement programme. Here they can expect to learn through experience their role in business administration, and to validate the theory and knowledge delivered in a classroom setting.

The remaining 17 credits relates to vocational occupational knowledge where 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, Social Media in a Business, Understanding Customers, How to Solve Problems in a Business Environment and Employee Rights and Responsibilities.

How is this qualification assessed?

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

Who could take this qualification?

This qualification is for all learners aged 16-18 who are capable of reaching the required standards. There are no specific prior qualifications, knowledge or experience needed before starting the qualification, but learners should have some broad achievement in GCSEs or equivalent qualifications at level 1 and perhaps level 2.

The business administrative occupational knowledge and work experience gained within this qualification is transferable and cross-sector, and therefore will help learners to progress into a large pool of administrative roles under supervision, and help meet expectations from employers for administrative staff to be multi-skilled. Learners are likely to be those not yet employed in the industry and seeking work within the business administrative sector, or those looking to progress into a business administration apprenticeship programme.

What could this qualification lead to?

Learners who have achieved this qualification could progress to an Intermediate Apprenticeship in Business Administration or when studied with other Level 2 qualifications that demonstrate occupational competency in Business Administration such as a BTEC Level 2 Diploma in Business Administration, learners could progress directly into employment in potential job roles such as:

Administrator
Administration Supervisor
Receptionist

Office Junior
Legal Secretary
Secretary

This qualification is also designed to support learners to progress into further learning at Level 3, for example a Pearson BTEC Level 3 Certificate in Principles of Business Administration. Level 3 qualifications in this sector are designed for learners to demonstrate a practised set of skills when carrying out business administrative operations including 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 administrator will need to understand.

If there are larger and / or smaller versions of this qualification or it is available at different skills levels, why should the learner choose this one?

There is a linked qualification available at level 3, the Pearson BTEC Level 3 Certificate in Principles of Business Administration. The level 3 qualification is aimed at students who have already demonstrated a range of achievement at level 2, and would be appropriate for a learner aspiring to progress to an Advanced Apprenticeship in Business Administration.

There is also a smaller qualification available at level 2, the Pearson BTEC Level 2 Certificate in Principles of Business Administration. This is appropriate for students who want an introductory business administration learning programme to help them better understand the business and administration sector and to support them in their career choices around whether an administrative role is the right career path for them to pursue. It does not offer students a work placement opportunity.

Who supports this qualification?

This qualification is highly valued by a variety of employers in the Business Administrative Sector including those within Telecommunications, Public Services/Local Government, Contact Centre Operations, Education & Training, Transport & Logistics and the Voluntary and Social Enterprise Sector.

Employers who have provided support for this qualification include:

- [British Telecommunications plc](#)
- [Cambridgeshire County Council](#)
- [HCT Group](#)
- [Northamptonshire County Council](#)
- [TIR Training](#)