

FOUNDATION APPRENTICESHIP IN BUSINESS ADMINISTRATION



This foundation level qualification is aimed at learners who want to succeed and progress in their administrative roles in a business of any size or type.

The Business Administration Framework consists of a NOCN Level 2 Diploma in Business Administration, Essential Communication Skills, Essential Application of Number Skills and Essential Digital Literacy Skills.

Training is delivered in the workplace at convenient times and tailored to your organisation's needs. There will be elements of study required outside of scheduled visits. The CADcentre will provide workshops to support your training progress.

CONTACT US FOR MORE INFORMATION AT:

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FOUNDATION APPRENTICESHIP IN BUSINESS ADMINISTRATION

This Business Administration framework meets the needs of candidates who are employed in an administrative role such as Administrators, Office Assistants and Receptionists. The aim of the qualification is to provide the candidate with the required skills, knowledge and competence to work and communicate in any business environment. The framework consists of two components:

L2 DIPLOMA IN BUSINESS ADMINISTRATION

To achieve this Level 2 in Business Administration, candidates must complete all units in the mandatory group and at least 25 credits from the optional groups as follows: a minimum of 14 credits from group A optional units; a maximum of 10 credits from group B optional units; a maximum of 6 credits from group C optional units.

MANDATORY

- Communication in a business environment
- Understand employer organisations
- Principles of providing administrative services
- Principles of business document production and information management
- Manage personal performance and development
- Develop working relationships with colleagues

OPTIONAL UNITS GROUP A*

- Provide reception services (3 credits)
- Handle mail (3 credits)
- Collate and report data (3 credits)
- Provide administrative support for meetings (4 credits)
- Produce business documents (3 credits)
- Manage diary systems (2 credits)
- Produce minutes of meetings (3 credits)

*Further units are available for assessment

OPTIONAL UNITS GROUP B*

- Using email (3 credits)
- Word processing software (4 credits)
- Deliver customer service (5 credits)
- Process information about customers (3 credits)

*Further units are available for assessment

OPTIONAL UNITS GROUP C*

- Principles of equality and diversity in the workplace (2 credits)
- Exploring social media (2 credits)
- Understand the use of research in business (6 credits)

*Further units are available for assessment

ESW ESSENTIAL SKILLS WALES

Essential skills are an important part of your qualification and aim to develop your literacy, numeracy and digital awareness. These skills are highly valued by employers.

Essential Communication Skills

Aims at developing and demonstrating skills in:

- Speaking and Listening
- Reading
- Writing

To achieve the Essential Communication Skills qualification, candidates are required to demonstrate their skills through both a controlled task and confirmatory test.

Essential Digital Literacy Skills

Aims at developing and demonstrating skills in:

- Digital Responsibility
- Digital Productivity
- Digital Information Literacy
- Digital Collaboration
- Digital Creativity
- Digital Learning

To achieve the Essential Digital Literacy Skills qualification, candidates are required to demonstrate their skills through both a controlled task and structured discussion.

Essential Application of Number Skills

Aims at developing and demonstrating skills in:

- Understanding Numerical Data
- Carrying out Calculations
- Interpreting and Presenting Results and findings

To achieve the Essential Application of Number Skills qualification, candidates are required to demonstrate their skills through both a controlled task and confirmatory test.