Level 2 Business Admin

What is it?
Qualification Overview

This qualification provides the essential knowledge and practical skills needed to succeed in a range of administrative roles. It covers key areas including organisational principles, effective workplace communication, producing business documents, managing information and supporting day-to-day office operations. Learners will also develop their confidence, professionalism and understanding of workplace responsibilities. It is ideal for anyone looking to begin or progress within an office-based career or continue to further business-related study.

What To Expect
Unit Breakdown

Unit	Mandatory Units
1	Principles of Providing Administrative Services
2	Principles of Business Document Production and Information Management
3	Understand Communication in a Business Environment
4	Understand Employer Organisations and Professional Development

How Is It Delivered
Learner Journey



IAG Sessions Tailored to Your Goals.



1-2-1 Skills Coach Support



Interactive Sessions



Assessments & Feedback

Feedback & Reflection

Where Could It Take You?

Relevant Job Sectors

- Health & Social Care
- Business
- Education
- Public Sector
- Retail
- Voluntary

Your Next Steps

Progression & Career Support

Throughout the course, our team will work with you to understand your goals and identify the progression route that is right for you. You'll receive guidance on employment opportunities, further study and advanced qualifications, helping you build confidence and take your next step towards a career in a related sector.

Explore Your Options

How You Can Progress

- Employment Opportunities
- Further Study
- Higher-Level Qualifications
- Career Development

Get In Touch

Find Out More

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