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## City & Guilds

### 501/0159/6 Level 2 Certificate in Principles of Business and Administration

#### OVERVIEW

- What does this qualification cover?

This qualification provides the knowledge you need to gain an understanding of administration. It covers the following:

- principles of providing administrative services
- principles of personal responsibilities
- working in the public sector
- understanding the use of software and information technology.

This is a Framework qualification.

- Who could take this qualification?

This Level 2 qualification is ideal if you're looking to gain an understanding of business administration. Opportunities for further learning exist if you are looking to gain further knowledge, develop skills and take on more responsibility.

The Level 2 Certificate in Principles of Business and Administration (knowledge-based qualification) offers an opportunity for learning at level 2 outside of related employment or an apprenticeship programme, and so is ideal for those learners looking to expand their knowledge of Business Administration without having to be employed in the sector. The other Ofqual regulated Level 2 qualifications in this sector are the Level 2 NVQ Certificate (500/9677/1) and NVQ Diploma (501/0040/3) in Business and Administration and Level 2 Diploma in Business Administration (601/3607/8). These require the learner to produce evidence of competence and performance from a relevant position of employment. The Level 3 Certificate in Principles of Business and Administration (501/0093/2) is more appropriate for learners looking to gain knowledge and understanding required for supervisory and management roles, and therefore provides an ideal route of progression from the Level 2 Certificate.

#### WHAT COULD THIS QUALIFICATION LEAD TO?

The learner could progress onto a Business Administration Apprenticeship at Level 2 or 3 or other qualifications such as:

- Level 3 Certificate in Principles of Business and Administration



- Level 2 NVQ Certificate or Diploma in Business and Administration
- Level 2 Diploma in Business Administration (combined knowledge and competence)
- Level 3 Diploma in Business Administration (combined knowledge and competence)
- Level 2 and 3 Diplomas in Customer Service (combined knowledge and competence)
- Level 2 and 3 Diplomas in Legal Administration
- Level 2 and 3 Diplomas in Medical Administration
- Level 2 and 3 Sales and Marketing qualifications.

This qualification could lead to a wide range of jobs in business administration, including:

- Secretary
- Receptionist
- Administrator
- Personal assistant
- Office supervisor
- Team leader
- Manager.

#### WHO SUPPORTS THIS QUALIFICATION?

This qualification is supported by:

CAD Centre (UKPRN: 10001080)  
Qube Training (UKPRN: 10005319)  
TDR Training (UKPRN: 10006517).