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City & Guilds

601/3607/8 Level 2 Diploma in Business Administration

OVERVIEW

- What does this qualification cover?

This qualification covers the essentials of business administration, allowing the learner to develop the skills and knowledge required in a business environment.

The following areas can be covered within this qualification:

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

All learners will cover the mandatory core units and then a choice of optional units.

This is a Framework qualification.

Who could take this qualification?

There are options for those who are new to the job, as well as those with more experience. Level 2 will suit you if you are working in or want to work in a business support role and you're interested in learning how to carry out everyday administrative tasks.

This qualification is suitable for anyone from 16 years old or over.

WHAT COULD THIS QUALIFICATION LEAD TO?

This qualification could lead to jobs such as:

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

The learner could progress onto other qualifications such as:

- Level 2 Diploma in Business Support
- Level 3 Diploma in Business Administration
- Level 2 and 3 Medical Administration/Secretarial qualifications
- Level 2 and 3 Legal Secretaries qualifications
- Level 2 and 3 Business Skills qualifications
- Level 2-4 Diplomas in Customer Service
- ITQ Award/Certificate/Diploma for IT Users
- Leadership and management qualifications from the ILM.

WHO SUPPORTS THIS QUALIFICATION?

This qualification is supported by:

Kings College Hospital NHS Trust
Allied Healthcare
Clipper Logistics
Hospice Homecare
Avanta
IMRG