

# Business Administration Level 2

TAMESIDE  
COLLEGE

**Tameside College Training**  
**Beaufort Road**  
**Ashton-under-Lyne**  
**OL6 6NX**  
**Tel No: 0161 608 6636**  
**Contact Name: Gill Westbrook**  
**Email: [gill.westbrook@tameside.ac.uk](mailto:gill.westbrook@tameside.ac.uk)**

## What will the Apprentice study?

They will be working towards an NVQ level 2 and also a Technical Certificate at the same level.

An NVQ is a National Vocational Qualification which allows employees to demonstrate that they have reached a competent level of knowledge and practical skills to do the job. The Technical Certificate is a theoretical qualification that supports the practical knowledge of the industry being worked in.

Finally, the Apprentice may have to study Key Skills, dependant upon their GCSE results. .

## Entry Requirements

The Apprentice will have attained GCSE's at Grade C or above in Maths and English.

## Course Content

The Apprentice will study the **Certificate in Administration**. There will be an online test which is a multi choice paper.

The main qualification **NVQ2 in Business Administration** is gained in the workplace. The Apprentice will build a portfolio of proof of competence, comprising of Witness testimony, direct observation & oral questioning. The units for the NVQ include:

## 2 Mandatory Units

Carryout your responsibilities at work  
Work within your business environment

**Plus 3 optional units which are chosen from another 24 units.**

## Course Duration and Format

Normally 1 year, dependant on prior knowledge and experience, all learning will take place in the workplace.

## What support is available during the training?

A member of Tameside College Training will provide support and guidance throughout and will also visit both you and your Apprentice in the workplace every 8 weeks.

## How do I apply for free training?

By contacting us direct on either the telephone number or on the email link.

## How much do I need to pay the Apprentice?

There are no set standards for wages. Levels will vary depending on the type of job and how much experience the Apprentice may already have. You will be expected to pay at least £95.00 per week.

## Progression

The Apprentice can progress onto an Advanced Apprenticeship at Level 3, if their job role can provide the supporting evidence.

