



training and
recruitment

Business Administration & Support Services

Business Administration Assistant Level 2 Apprenticeship

This Apprenticeship builds the practical skills behind everyday business operations, from handling data and information to supporting meetings, events and stakeholder communication. Apprentices gain transferable knowledge, skills and behaviours that are valued in every sector, in organisations of all sizes across public, private, and charitable settings.



Get in touch

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See programme info



Business Administration Assistant Level 2 Apprenticeship



Who is it for?

Funding is available for apprentices who, at the start of the programme, are aged under 25.

Administration Assistants, Administrative Officers, Administrative Clerk, Business Support, Clerical Assistants, Data Clerk, Office Assistants, Receptionists, Record Clerk or Receptionist.

Learning Topics

- Personal & Professional Development
- Compliance, GDPR and Ethics
- Written and Verbal Communication
- Digital Tools and Visual Information
- Information and Data Management
- Meeting and Events Support
- Time and Workload Management
- Problem Solving and Feedback

Learner Journey

- 12 months on-programme learning & 4 month End Point Assessment (Portfolio with Interview and Presentation with Questions)
- Monthly virtual classroom lessons/workshops
- Online 121 support from our specialist tutors
- Workplace training, shadowing & mentoring
- End Point Assessment preparation
- You will need to have time within work hours to complete your research and assignments
- Progress Reviews
- 292 hours of Dedicated Learning Time will need to be recorded across the duration of the qualification