

Business & Administration Apprenticeships are level 2 or 3 programmes aimed at supporting business activities. Duration 12 to 18 months



Framework

Level 2

- BTEC Level 2 Diploma in Business & Administration
- Level 1 Functional Skills (English, Maths and ICT)
- Employment Rights and Responsibilities
- Personal Learning and Thinking Skills

Level 3

- BTEC Level 3 Diploma in Business & Administration
- Level 2 Functional Skills (English, Maths and ICT)
- Employment Rights and Responsibilities
- Personal Learning and Thinking Skills



Professions

- Administration
- Finance
- Customer Services
- Marketing
- Human Resources
- Receptionist
- Sales

Business Excellence

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