



## Business Administration Intermediate Apprenticeship

The Apprenticeship framework for business and administration is implemented by SSC: Council for Administration. Further information can be found at <http://www.skillsfca.org/apprenticeships.html> and [www.afo.sscalliance.org/frameworkslibrary/](http://www.afo.sscalliance.org/frameworkslibrary/)

Learners must be registered with and certificated for the overall Apprenticeship by the Council for Administration.

### Business Administration Intermediate Apprenticeship

This apprenticeship is for Administrator /Business Support Officers making and receiving telephone calls, helping with the organisation of meetings and events, dealing with travel requests, handling mail, record keeping and using electronic message systems and office equipment. It is for Office Juniors taking notes, arranging travel and meetings, welcoming visitors, handling mail and using electronic message systems and office equipment. It is also for Receptionists welcoming visitors, handling mail, making and receiving telephone calls, using electronic message systems and office equipment.

**Business Administration Intermediate Apprenticeship consists of the following components:**

Components	IQ Qualification	QUAN number	Individual price
<b>Competence qualification</b>	IQ Level 2 NVQ Certificate in Business and Administration (QCF)	600/3538/9	£50.00
<b>Knowledge (Technical Certificate) Qualification</b>	IQ Level 2 Certificate in Principles of Business and Administration (QCF)	600/6543/6	£35.00
<b>Functional Skills</b>	IQ Functional Skills Qualification in Mathematics at Level 1 or IQ Functional Skills Qualification in Mathematics at Level 2 and IQ Functional Skills Qualification in English at Level 1 or IQ Functional Skills Qualification in English at Level 2	601/0244/5  601/0173/8  601/0243/3  601/0530/6	£13.50   £13.50
	<b>Employee Rights and Responsibilities (ERR)</b>	This is embedded in the knowledge qualification.	N/A
	<b>Personal Learning and Thinking Skills (PLTS)</b>	Mapped and embedded	N/A
	<b>Individual total cost is £112 Bundled cost is £105.00</b>		

Key= \* Denotes qualification is listed on LARA

Learners may undertake the various components with different awarding organisations.