



Oxford Cambridge and RSA

OCR Level 2 Certificate in Administration (Business Professional) (500/6563/4)

Overview

This qualification is suitable for learners aged 16-19, who are looking to work in an administrative job role within a business environment. It is also suitable for those who are already working in an administrative role, perhaps part time, and want to develop and expand their skills in carrying out administrative tasks. The skills developed can be applied across a number of industry areas, anywhere basic administrative support is required.

What does this qualification cover?

The qualification will enable a learner to develop knowledge, understanding and practical skills covering a range of key administrative functions and activities.

All learners will take the two mandatory units which will enable them to demonstrate their knowledge of the role of an administrator, and their ability to produce business documents.

There are a range of optional units that complement the mandatory units from which learners must take a minimum of two. These units cover administrative skills, including organising meetings, organising business travel and accommodation, and teamwork within administration. Learners can also choose to take units that will teach them about text processing skills, including word processing and business presentations. If learners are in part-time work or on work placement the employer would be able to offer opportunities for training or carrying out tasks so they can practice and apply their skills in carrying out key administrative tasks.

What could this qualification lead to?

This qualification would give a learner the skills that would lead to a job in a number of administrative roles, such as office administrator, receptionist or administrative assistant.

This qualification would provide learners with the opportunity to progress on to a Business and Administration Apprenticeship at an Intermediate and/or Advanced level.

If the student is taking a three year study programme this qualification can be taken in the first year and complement a range of Tech Level qualifications at Level 3 that the student might go on to take in the second and third years, such as Tech Levels in administration occupations.

This qualification is part of a larger suite that offers qualifications in a variety of sizes and levels. The suite is designed to be flexible, allowing learners to choose units that best fit their individual circumstances and level of achievement, whilst at the same time ensuring that essential areas of knowledge and skill for an administrative occupation are covered. Having qualifications of various sizes within the suite presents opportunities for a learner to add further units at a later date as a progression route to other Level 2 or Level 3 qualifications.