



# The Business Administration Level 2

## The apprenticeship journey at a glance...

Month 1-4	Month 5-10	Month 11-12
Personal Learning and Thinking Skills		
Functional Skills: Maths, English and ICT		
Communication in Business	Administrative Service and Functions	Working in Business Teams
<p>Key Activities:</p> <ul style="list-style-type: none"><li>•Develop a presentation</li><li>•Deliver a presentation</li><li>•Principles of equality and diversity</li><li>•Employee rights and responsibilities</li><li>•Communication in a business environment</li></ul>	<p>Key Activities:</p> <ul style="list-style-type: none"><li>•Understand organisations</li><li>•Principles of providing administrative services</li><li>•Principles of document production and information management</li><li>•Store and retrieve information</li><li>•Collate and report data</li><li>•Produce business documents</li><li>•Using email</li><li>•Word processing software</li></ul>	<p>Key Activities:</p> <ul style="list-style-type: none"><li>•Develop working relationships with colleagues</li><li>•Manage personal performance and development</li><li>•Optional Stretch and Challenge Units</li></ul>

To find out more, contact us on:

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