



Oxford Cambridge and RSA

OCR Level 2 Diploma in Business Administration (601/3740/X)

Overview

This qualification is suitable for students aged 16 or above, who are looking to work in an administrative job role within a business environment. The aim of this qualification is to develop or expand a student's understanding of business administration and to develop their skills and competence in business administration. There are no prior learning requirements for entry onto this qualification.

What does this qualification cover?

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

All students will take the six mandatory units which will enable them to demonstrate their knowledge of the activities of an administrator, and provide opportunities for them to demonstrate competence in communication and working with others across the business and how this is central to successful administration.

There are a range of optional units that complement the mandatory units from which students must take a minimum of four. These units cover a range of relevant administrative skills, including producing minutes of meetings, organising business travel or accommodation, and administering finance.

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, in a variety of sectors.

This qualification will provide students with the opportunity to progress on to a Level 3 Business and Administration Apprenticeship.

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.