



Oxford Cambridge and RSA

## **OCR Level 2 Diploma in Administration (Business Professional) (500/6125/2)**

### **Overview**

This qualification is suitable for learners aged 16-19 who are looking to work in an administrative job role, where they will sometimes have to work independently, 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, where 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 five. These units cover a range of relevant administrative skills, including organising meetings, organising business travel and accommodation, and teamwork within administration. Learners may also take units that address specific text processing skills, including word processing and business presentations. If learners are undertaking the qualification whilst in the workplace then employers can be engaged to support delivery by providing simulation exercises and opportunities to practice key administrative tasks.

### **What could this qualification lead to?**

Upon completing this qualification learners may choose to seek employment in a number of administrative roles, such as office administrator, receptionist or administrative assistant.

This qualification will provide learners with the opportunity to progress on to a Business and Administration Apprenticeship at an 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 3 qualifications.