


**CERTIFICATE IN ADMINISTRATION (BUSINESS PROFESSIONAL)**
**INTRODUCTION**

The OCR Level 2 Certificate in Administration (Business Professional) accredits the learners' ability to carry out a range of administrative tasks autonomously, in a modern and practical way that is relevant to the work context. Relevant work placement opportunities are given in different areas of Business on a day-release basis. Skills acquired will need to be documented in the candidates' log books.

The aims of these qualifications are to give candidates the opportunity to develop their knowledge and understanding of a range of key administrative functions and activities. Moreover, enhance skills to work effectively in a business environment, both independently as well as in a team, to the standard required by business.

**ENTRY REQUIREMENTS**

L1 Award in Administration *plus* L1 Mathematics and English

**OR** 5 GCSEs at grade E or above

**COURSE STRUCTURE**

These qualifications have one-year duration. Full award or unit certification is available for this programme. The OCR Level 2 Administration consists of two compulsory units and two optional units.

Compulsory units will provide an insight to the administrative roles in employment, whilst the optional units will be a taste of Travel & Tourism arrangements as well as Business Event management.

| UNITS OF WORK |  |
|---------------|--|
| Unit 6        | Working In Administration (Mandatory)      |
| Unit 7        | Written Business Communication (Mandatory) |
| Unit 12       | Organise Business Travel and Accommodation |
| Unit 20       | Organise a business event                  |

**PROGRESSION OPPORTUNITIES**

Successful completion of the Certificate offers candidates several routes for progression:

- direct entry into employment within business or administrative roles
- progression to level 3 Awards either within the same area or in a related area