

## Level 2 Certificate in Business and Administration.

To achieve the Level 2 Apprenticeship in Business and Administration, learners must achieve a **minimum of thirty-four credits**.

1. **Nine** credits must be completed from **Group A: Mandatory Units**.
2. A **minimum of seven** credits from **Group B: Optional units**.
3. A **maximum of five** credits from **Group C: Optional units**.
4. And **thirteen** from the Certificate in Principles of Business & Administration
5. Together with Key or Functional Skills in English(L2), Maths(L1) & IT(L1).

All units are assessed by portfolio. (Fourteen credits must be selected from Level 2 units).

### Group A: Mandatory Units

Unit Code	Unit Title	Level	Unit Credit
CU680	Manage own performance in a business environment	2	2
CU681	Improve own performance in a business environment	2	2
CU678	Work in a business environment	2	2
CU679	Communicate in a business environment	2	3

### Group B: Optional Units. (Examples of some typical units are shown below)

Unit Code	Unit Title	Level	Unit Credit
CU682	Solve business problems	2	4
CU683	Work with other people in a business environment	2	3
CU714	Contribute to running a project.	3	5
CU685	Produce documents in a business environment.	2	4
CU715	Design and produce documents in a business environment	3	4
CU693	Support the organisation of meetings	2	4
CU720	Co-ordinate an event.	3	4
CU721	Plan and organise meetings.	3	5
CU672	Make and receive telephone calls.	1	3
CU695	Use a diary system.	2	3
CU696	Take minutes.	2	4
CU722	Develop a presentation.	3	3
CU723	Deliver a presentation.	3	3
CU697	Handle mail.	2	3
CU698	Provide reception services.	2	3
CU674	Meet and welcome visitors.	2	3
CU701	Store and retrieve information.	2	3
CU677	Use office equipment.	2	4
CU705	Maintain and issue stationery stock items.	2	3

### Group C: Optional Units. (Examples of some typical units are shown below)

Unit Code	Unit Title	Level	Unit Credit
CU704	Use occupational health and safety guidelines when using keyboards.	1	2
CU484	IT security for users.	1	1
CU500	Presentation software.	1	3
CU516	Word processing software.	1	3
CU450	Bespoke software.	2	3
CU464	Data management software.	2	3
CU512	Spreadsheet software.	2	4
CU458	Using collaborative technologies.	2	4