

"Businesses across the country are increasingly realising the benefits that apprentices create, not only in terms of a highly skilled workforce but also by boosting productivity and staff retention."

Matthew Coffey,
National Director for Learning and Skills, Ofsted



Level 2 Diploma in Business Administration with Jobwise Training

Technology moves on and working methodology changes, but one thing remains the same - the need for well trained, high quality business administration staff.

A Level 2 Diploma in Business Administration ensures that your staff have the basic skills needed to meet your organisation's needs. During the 12 month course they will study a wide and varied range of business administration tasks, from taking calls and handling mail, to managing budgets and understanding the purpose of health and safety in the workplace. They will obtain a better understanding of their role and what it entails as well as an improved knowledge of how a business operates.



Each qualification and course will be tailored to suit the specific needs of your business. This means that you can have input into the content and delivery plan right from the start. The course has been developed to run in conjunction with the employer by combining on-the-job and classroom based training. Jobwise Training will work alongside you throughout the duration of the qualification, keeping you updated on how your employee is progressing and providing a single point of contact should you have any questions or concerns.

A Level 2 Diploma will take 12 months to complete. Upon finishing the course the learner will have balance of real world experience and an understanding of how their role fits into and can help to grow your business. It is available for new apprentices as well as for staff that you already employ, allowing you to ensure a consistent level of training across your workforce. It is ideally suited for those who are just getting started or those with limited experience looking to reinforce this with a formal qualification.

Introduce a Level 2 Diploma in Business Administration into your organisation today.

Contact Jobwise Training and a member of our team will be happy to provide you with more information.

Email: info@jobwisetraining.co.uk

Call: 0207 690 5000

At A Glance

- Course Length
12 months.
- Qualification
Level 2 Diploma in Business Administration.
This is an intermediate level course equivalent to 5 GCSE passes.

About Jobwise Training

Jobwise Training are a family-owned and run Training and Recruitment Provider. We have been supplying training to various industries across multiple occupational areas since 1979.

We are a private training provider and currently hold direct contracts with the Skills Funding Agency and Education Funding Agency. We hold one of the industry's highest success rates due to being quality focused and driven by the success of our learners.

Want To Take An Apprentice On?

Apprenticeships are work-based training programmes combining on and off the job learning that offer the opportunity for people to earn whilst they learn in a real job.

They have been developed alongside employers, ensuring the skills that the apprentice learn are relevant. Unlike some qualifications, the course can be tailored around the employers needs ensuring it's the right fit.

This qualification is available fully funded for new apprentices or people already in work aged 16 and above (subject to eligibility). In addition, if you are a business within Greater London, with under 49 staff, you may be eligible for a grant of £1,500 per Apprentice (aged 16 – 23) you employ. You can access up to 5 grants, totalling £7,500.

 **jobwisetraining**

Developing a stronger workforce for London's future

"Because apprenticeships are based in the workplace employers get the skills they really need. They are vital to the future success, not only of businesses across the Country but also for a vibrant economy."

David Frost, Director General,
British Chamber of Commerce

Level 3 Diploma in Business Administration with Jobwise Training

A Level 3 Diploma in Business Administration will ensure your workforce has the practical skills and qualification to help grow your business. On the job learning ensures that the skills they are developing are specifically suited to their role and your organisation's needs.

The Level 3 Diploma has been designed in conjunction with employers for those staff who already have the ability to work with a high level of autonomy and who may already be involved in supervising staff or leading teams. The course takes an in depth look at areas such as organising and managing workloads, customer service and innovation in a business environment.

By the end of the course they should be able to make a greater positive contribution in the workplace on both a personal and business level, increasing productivity and ensuring you have a committed and competent workforce now and into the future. It has been created with the modern workplace and the needs of today's businesses in mind, both in the content and the way it is delivered.

The qualification takes 12 months to complete and is available for new apprentices as well as for your current employees, meaning you can ensure a consistency level of training throughout your workforce. Jobwise Training can tailor the course to meet the needs of your business allowing input into suitable content and the delivery plan. A single point of contact throughout the course will ensure that you can contact us should you have any questions or queries, and you will be updated on how your employee is progressing throughout the duration of the course.

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Call: 0207 690 5000



At A Glance

- Course Length
12 months.
- Qualification
Level 3 Diploma in Business Administration.
This is an advanced level course equivalent to 2 A Level passes.

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