

# Level 2 Business Administration

BTEC Level 2 Technical Certificate (equivalent to 2 GCSEs)



Exam Board: **edexcel** 

## ENTRY REQUIREMENTS

**3+** in a minimum of  
4 GCSE subjects

**2/3** In GCSE  
English  
Language  
and maths

## SUBJECT OVERVIEW

This one-year course is for students who haven't yet achieved the required 5 GCSEs at grade 4-9 to start a Level 3/A-level pathway. It's studied alongside GCSE Maths and English Language (if not already completed in Year 11).

The course helps students build sector-specific knowledge, technical skills, and practical experience, preparing them for work or further study. It also provides the chance to earn additional GCSE qualifications for access to Level 3 courses, employment, or a Business Administration Apprenticeship.

Students will develop fundamental administrative knowledge and transferable skills through assessments such as role play, presentations, practical sessions, and work experience, giving them the best chance for success in future job applications.

TOPICS/UNITS/MODULES	Skills Learnt
Unit 1. Understanding Administration Services	<ul style="list-style-type: none"><li>• Organising and prioritising tasks</li><li>• Office systems and procedures</li></ul>
Unit 2. Providing Administration Services	<ul style="list-style-type: none"><li>• Customer Service and Professionalism</li><li>• Health and Safety in the Workplace</li></ul>
Unit 3. Using Business Technology to Process and Communicate Information	<ul style="list-style-type: none"><li>• Handling Information</li><li>• Effective Communication</li></ul>
Unit 4. Planning, Organising and Supporting Business Events	<ul style="list-style-type: none"><li>• Project management and organisation</li><li>• Team work</li></ul>

## Careers

- Apprenticeships in admin, finance, HR or marketing
- Continue to Level 3 education
- Skills are transferrable to healthcare, retail, finance, education, and more.

## EXAMINATION/ASSESSMENT

