



Purpose Statement

BIIAB Level 2 Certificate in Principles of Business and Administration

Overview

This qualification will help learners to develop the knowledge needed in Business Administration. It is relevant for those who are currently employed, or are looking to become more employable, for example as a Business Support Administrator. However, only achievement of the BIIAB Level 2 Diploma in Business Administration 601/3741/1 will signify full occupational competence at this level. The BIIAB Level 2 Certificate in Principles of Business and Administration will enable the learner to progress on to the BIIAB Level 2 Diploma in Business Administration.

The primary purpose of the qualification is to prepare for further learning or training by developing knowledge and/or skills in a subject area. However, employers can also rely on the knowledge provided as meeting nationally recognised standards for Business Administration at this level.

Due to constant regulatory, policy and funding changes users are advised to check this qualification has been placed in the relevant Apprenticeship Framework and / or is funded for use with individual learners before making registrations. If you are unsure about the qualification's status, please contact BIIAB head office.

Who is this qualification for?

This qualification is appropriate for use in the following age ranges:

- > 16-18
- > 19+

Skills and Education Group Awards expects approved centres to recruit with integrity on the basis of a learner's ability to contribute to and successfully complete all the requirements of a unit(s) or the full qualification.

What does the qualification cover?

This qualification covers:

- > **Principles of budgets in a business environment** – The purpose of this unit is to provide the learner with the principles of budgets in a business environment.

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- > **Principles of providing administrative services** - The purpose of this unit is to provide the learner with the knowledge of the principles of providing administrative services.
- > **Principles of personal responsibilities and working in a business environment** - The purpose of this unit is to provide the learner with the knowledge of the principles of personal responsibilities and working in a business environment.
- > **Principles of managing information and producing documents** - The purpose of this unit is to provide the learner with the knowledge of the principles of managing information and producing documents.
- > **Principles of supporting business events** - The purpose of this unit is to provide the learner with the knowledge of the principles of supporting business events.
- > **Principles of supporting change in a business environment** - The purpose of this unit is to provide the learner with the knowledge of the principles of supporting change in a business environment.

Assessment

This qualification is internally assessed and requires internal and external moderation. Specific requirements and restrictions may apply to individual units within qualifications. Please check unit and qualification details for specific information.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

Overview of assessment strategy

The qualification contains knowledge units. These units are assessed by Assessment Knowledge Modules (AKMs) externally set by BIIAB Qualifications Limited. The AKMs are internally marked assessments, containing a series of questions, marked and internally verified by the centre and with external verification by the BIIAB External Quality Assurer (EQA).

Assessments provided by BIIAB Qualifications Limited will ensure that effective learning has taken place and that learners have the opportunity to:



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- > Meet the assessment criteria
- > Achieve the learning outcomes

Centres must obtain approval for any Centre Devised Assessments before their use. Please contact BIIAB Qualifications Limited for details of the Centre Devised Assessment process and procedure.

What could this qualification lead to?

Achievement of the BIIAB Level 2 Certificate in Principles of Business and Administration qualification offers opportunities for progression, including:

- > 601/3742/3 BIIAB Level 3 Diploma in Business Administration

Centres should be aware that Reasonable Adjustments, which may be permitted for assessment, may in some instances limit a learner's progression into the sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

Further Information

Further information on the qualification can be found on the Skills and Education Group Awards website.