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1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

City & Guilds

600/1648/6 Level 2 Diploma in Business Support

OVERVIEW

- What does this qualification cover?

This qualification covers the essentials of business administration, allowing the learner to develop the skills and knowledge required in a business environment.

The following areas that can be covered within this qualification:

- Principles of personal responsibilities and working in a business environment
- Principles of providing administrative services
- Principles of managing information and producing documents
- Principles of supporting change in a business environment
- Principles of working in the public sector
- Principles of project management
- Principles of contributing to innovation and change.

All learners will cover the mandatory core units and then a choice of optional units.

This is a Framework qualification.

Who could take this qualification?

There are options for those who are new to the job, as well as those with more experience. Level 2 will suit you if you are working in or want to work in a business support role and you're interested in learning how to carry out everyday administrative tasks.

This qualification is suitable for anyone from 16 years old or over.

WHAT COULD THIS QUALIFICATION LEAD TO?

This qualification could lead to jobs such as:

- Receptionist
- Administrator
- Secretary
- Personal assistant
- Office supervisor
- Team leader
- Manager



The learner could progress onto an apprenticeship at Level 2 or 3 in Business Administration or other qualifications such as:

- Level 2 and 3 Medical Administration / Secretarial qualifications (5519)
- Level 2 and 3 Business and Administration NVQs (4428)
- Level 2 and 3 Certificate and Diploma for Legal Secretaries (7655)
- Level 2-4 Customer Service NVQs (5530)
- Award, Certificate or Diploma for IT Users (7574)
- Level 3 Awards, Certificates and Diplomas for IT Users (7575)
- ILM leadership and management qualifications.

WHO SUPPORTS THIS QUALIFICATION?

This qualification is supported by:

IMRG (Interactive Media in Retail Group)