

# Level 2 Certificate in Business and Administration

The EDI Level 2 Certificate in Business and Administration provides valuable professional recognition for experienced and aspiring administration and support staff.

This streamlined, flexible programme is ideal for learners who wish to achieve a nationally recognised certificate in short timescales.

This course is based on recognised occupational standards and is jointly certificated by Best Practice and EDI – the leading UK and international Awarding Body.

Learners complete a series of online learning modules to develop their understanding and skills. Optional workshops are available for in-company groups.

Candidates are assessed through two online, multiple-choice tests which may be taken in the workplace.

- Course duration: 8–10 weeks
- Recommended learning: 30 hours
- Assessed through two, online multiple-choice tests – 90 & 60 minutes (50 & 30 questions)
- Supported by e.learning and optional in-company workshops

To achieve the Certificate, candidates complete a total of *two* units.

## Mandatory units

- Apply Work Skills
- Apply Personal Skills

## Assessment Objectives

The assessment allows candidates to demonstrate their knowledge and understanding of:

- Responsibilities at work
- The business and administration environment
- Common and specialised work roles
- Using information technology
- Health and safety
- Working with others
- Customer relations

## Highlights

- Based on recognised occupational standards
- Flexible online learning
- Streamlined online assessment

## Progression

Successful learners may progress to an NVQ Level 2 or Apprenticeship in Business and Administration.