

Administration Assistant (L2) - Apprenticeship Standard

Level: 2

Type: Part Time, Apprenticeship

Start Date: Various - Various

Course Code: CQ4A2AA

Typical Duration: 12 Month(s)

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About the course

Administration Assistants play a key role in keeping organisations running smoothly. They carry out a range of routine administrative tasks that support day-to-day operations, working under supervision and following established procedures.

As an integral part of the team, Administration Assistants help ensure the efficient functioning of the organisation. They support colleagues with routine duties, which can vary depending on the size and structure of the business. Using digital systems and tools, they input, organise, and manage data, helping to maintain accurate and up-to-date records. Typical tasks may include data entry, organising information, and providing general administrative support to ensure activities are completed on time and to a high standard.

Administration Assistants may also support wider organisational priorities and represent the organisation when interacting with both internal and external stakeholders.

Suitable job roles include: Admin assistant, Administration clerk, Office assistant, Receptionist

This apprenticeship is restricted to under 25s.

Progression and career opportunities

Progression to Business Administrator Level 3 Apprenticeship or further learning.

Entry requirements

There are no formal entry requirements for this qualification , however learners must be employed in a suitable role and hold GCSE Grade 3 or above in English and Mathematics, unless they are aged 19 and over.

Assessment

End Point Assessment

This programme is fully delivered in the workplace and focuses on developing the knowledge, skills and behaviours needed to succeed in an administrative role. Assessment takes place throughout the programme using a variety of methods, including observations, professional discussions, questioning, witness testimonies and workplace evidence. At the end of the programme, learners will go through Gateway and complete the three components of the End-Point Assessment.

1. Portfolio of evidence

2. Presentation or interview

Disclaimer

Whilst every effort is made to ensure the information is correct, some details may be subject to change. Cambridge Regional College reserves the right to make amendments to the courses, dates, fees or other details, and to make cancellations or changes if numbers are insufficient.