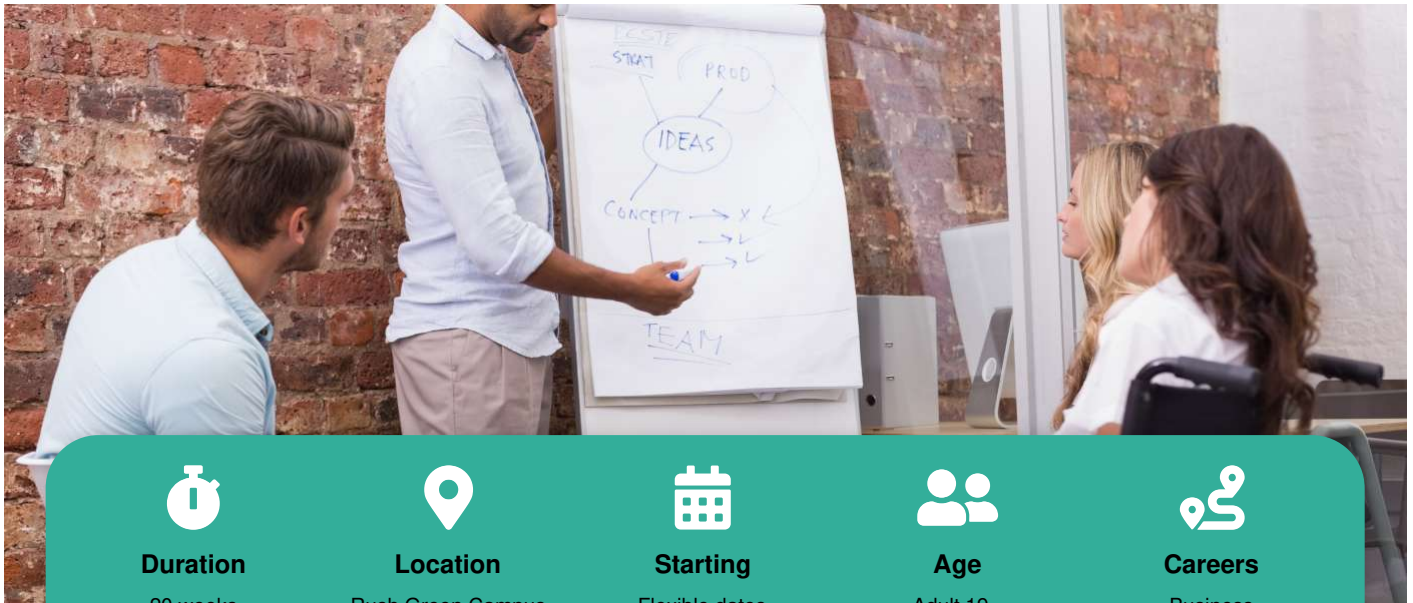


Level

# Business Administrator Level 2 Traineeship

## Traineeship



**Duration**

20 weeks



**Location**

Rush Green Campus



**Starting**

Flexible dates



**Age**

Adult 19+  
Apprenticeships



**Careers**

Business

### How do apprenticeships work?

If you prefer a more practical style of learning, an apprenticeship or higher apprenticeship could be the ideal option for you. They enable you to learn on the job and gain nationally recognised qualifications at the same time. [Find out more about apprenticeships.](#)

## Overview

Traineeships are designed to provide students with the employability skills and experience to begin their career journey. The courses are 6 weeks – 12 months in duration, and include at least 70 hours of industry placement in real working environments.

## What you'll learn

Courses include qualifications in Employability, English and Maths, as well as an introduction to units within the chosen vocational career pathway.

## Assessments / Exams

To achieve the traineeship the assessment requirements vary for the different components, including practical assessment of your workplace skills and exams for functional skills in English and Maths.

## Entry requirements

This qualification is designed for learners aged 16-24, or 25 year olds with an EHCP, who have little or no experience but are motivated to work.

## What this apprenticeship leads to

Traineeships provide a perfect progression opportunity on to apprenticeships, of which BDC have opportunities in many sectors supported by excellent employer relations. Students can also progress on to alternative college courses or directly into employment following their placement.

Visit this course on our website: <https://barkingdagenhamcollege.ac.uk/find/courses/0000011127>

For further information please contact the college: <https://barkingdagenhamcollege.ac.uk/contact>