

Working in Administration

Level: 2
Credits: 6
Learning Time: 60

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1 Understand the role of an administrator	1.1 Describe the role of the administrator 1.2 Describe how the role of the administrator relates to others within the organisation
2 Understand legislation affecting the work of administrators	2.1 Explain the importance of legislation affecting the work of the administrator 2.2 Explain how data protection legislation could affect the work of an administrator
3 Understand health and safety issues that affect the work of administrators	3.1 Explain how health and safety issues could affect the work of administrators
4 Be able to organise their work area	4.1 Explain the importance of organising the work area

<p>5 Be able to carry out a range of practical administrative processes</p>	<p>5.1 Demonstrate the safe use of a range of office equipment following relevant procedures</p> <p>5.2 Demonstrate effective filing skills, following procedures</p> <p>5.3 Demonstrate safe mail handling skills, following procedures</p>
<p>6 Be able to reflect on own performance</p>	<p>6.1 Identify own strengths and areas for development</p> <p>6.2 Identify ways of improving performance</p>

Unit aim

The unit aims to prepare learners to work in an office environment by enabling them to organise and prioritise their workload, to manage their time and to understand the importance of these skills in an administrative position. This unit also aims to introduce learners to relevant legislation and health and safety procedures.

Learners will complete various practical tasks, follow procedures, work safely identifying the correct resources for the task, minimising waste and using consumables effectively.

Learners will reflect on their own performance after feedback, producing a short evaluation.