

Building a Portfolio of Evidence

Building a Level 2 Business Administration portfolio involves collecting evidence that demonstrates knowledge and understanding of core administrative tasks, such as managing information, supporting meetings, and using office equipment. The portfolio should be a curated collection of work—rather than a dumping ground for all documents—that directly maps to the learning outcomes of the qualification.

Understand the Requirements

- **Review the Standard:** Identify the specific assessment criteria you need to meet. For a Level 2 qualification, you need to cover both mandatory (e.g., working in a business environment) and optional units (e.g., producing documents)
- **Map Evidence:** Link every piece of evidence to specific learning outcomes. Use a mapping document to show exactly where each requirement is met using the unit numbers.

Collect High-Quality Evidence

- **Work-Based or Simulated Products:** Examples include samples of business letters, emails, spreadsheets, reports, and meeting minutes you have created.
- **Observation Records:** Notes from your tutor watching you perform tasks like using equipment, role-play or giving a presentation.
- **Witness Testimonies:** Signed statements from your tutor confirming your involvement in a task.
- **Reflective Accounts:** Written summaries explaining what you did, why you did it, and what you learned. This is excellent for covering "understand" criteria.

Organise the Portfolio

- **Structure:** Organise your portfolio by unit or by theme (e.g., "Communication," "Data Management").
- **Labelling:** Label all documents clearly (e.g., "Unit 1, Task 2: Meeting Minutes") and ensure all documents are signed / dated.
- **Confidentiality:** Remove or black out any confidential or identifying data (business names, financial figures) before adding documents to your portfolio

Ensure Quality

- **Be Proactive:** Set aside time to complete self-directed learning tasks and send them to your tutor on time. Ask for feedback.
- **Review with Tutor:** Meet with your tutor to review progress, get feedback, and identify gaps.
- **Keep it Current:** Ensure all work is recent and accurately reflects your current skill level. Update evidence as you work through your qualification.

The qualification is assessed by internally set and marked assessments, subject to external quality assurance.

All learning outcomes that assess your knowledge and understanding will be assessed through, for example, internally set and marked written assignments, tasks, records of oral or written questions, case studies, or other portfolio evidence that will be set by your tutor.

All learning outcomes and assessment criteria must be met to achieve a pass - there is no grading.