

Level 2 Apprenticeship Standard for Customer Service in a Business Administration Environment

The role of a customer service practitioner within a business environment is to support the core aims of the business whilst liaising with both internal and external customers and clients. Your actions will influence the customer satisfaction with your organisation at the same time as developing yourself and your team working abilities. You will demonstrate excellent customer service abilities at the same time as increasing the efficiency of the organisation through business administration support.

Key responsibilities include;

- Using IT packages and systems such as Microsoft Office to support organisational needs
- Creating business documents such as emails, letters and reports
- Recording and analysing data and making recommendations for improvements
- Maintaining confidentiality in compliance with organisational procedures
- Using effective communication, planning and organisational skills
- Working with others in the interest of helping customers efficiently
- Managing customer expectations and upholding an organisations core values

Delivery

- Typically, monthly mentoring support on a one-to-one basis
- Level 1 English or maths sessions, where appropriate
- Workshops and taught sessions
- Enrichment

End-Point Assessment

Successful completion of the Apprenticeship is determined by the Institute for Customer Service.

Apprentices will need to achieve at least 100% of the pass criteria within each part of the EPA to be able to pass the apprenticeship.

- 65% Apprentice showcase / portfolio
- 20% Practical observation
- 15% Professional discussion

To achieve Distinction, learners must achieve 70% of the distinction criteria in the showcase, 80% in the observation and 75% in the discussion.

Duration - Designed in line with your organisational needs over 18 months

On completion learners will gain Professional status and the following qualifications:

- Institute of Customer Service as an Individual member at Professional level.
- Customer Service Practitioner Apprenticeship Standard
- Level 2 English and Maths

Progression - Successful apprentices will be able to progress onto a Level 3 Business Administration Apprenticeship.



Knowledge	
Knowing your customers	<ul style="list-style-type: none"> Understand who customers are.
	<ul style="list-style-type: none"> Understand the difference between internal and external customers.
	<ul style="list-style-type: none"> Understand the different needs and priorities of your customers and the best way to manage their expectations, recognising and knowing how to adapt style to be highly effective.
Understanding the organisation	<ul style="list-style-type: none"> Know the purpose of the business and what 'brand promise' means.
	<ul style="list-style-type: none"> Know your organisation's core values and how they link to the service culture.
	<ul style="list-style-type: none"> Know the internal policies and procedures, including any complaints processes and digital media policies that are relevant to you and your organisation.
Meeting regulations and legislation	<ul style="list-style-type: none"> Know the appropriate legislation and regulatory requirements that affect your business.
	<ul style="list-style-type: none"> Know your responsibility in relation to this and how to apply it when delivering service.
Systems and resources	<ul style="list-style-type: none"> Know how to use systems, equipment and technology to meet the needs of your customers.
	<ul style="list-style-type: none"> Understand types of measurement and evaluation tools available to monitor customer service levels.
Your role and responsibility	<ul style="list-style-type: none"> Understand your role and responsibility within your organisation and the impact of your actions on others.
	<ul style="list-style-type: none"> Know the targets and goals you need to deliver against.
Customer experience	<ul style="list-style-type: none"> Understand how establishing the facts enable you to create a customer focused experience and appropriate response.
	<ul style="list-style-type: none"> Understand how to build trust with a customer and why this is important.
Product and service knowledge	<ul style="list-style-type: none"> Understand the products or services that are available from your organisation and keep up-to-date.
Skills	
Interpersonal skills	<ul style="list-style-type: none"> Use a range of questioning skills, including listening and responding in a way that builds rapport, determines customer needs and expectations and achieves positive engagement and delivery.
Communication	<ul style="list-style-type: none"> Depending on your job role and work environment: <ul style="list-style-type: none"> Use appropriate verbal and non-verbal communication skills, along with summarising language during face-to-face communications; and/or Use appropriate communication skills, along with reinforcement techniques (to confirm understanding) during non-facing customer interactions. Use an appropriate 'tone of voice' in all communications, including written and digital, that reflect the organisation's brand.
Influencing skills	<ul style="list-style-type: none"> Provide clear explanations and offer options in order to help customers make choices that are mutually beneficial to both the customer and your organisation.
Personal organisation	<ul style="list-style-type: none"> Be able to organise yourself, prioritise your own workload/activity and work to meet deadlines.
Dealing with customer conflict and challenge	<ul style="list-style-type: none"> Demonstrate patience and calmness. Show you understand the customer's point of view. Use appropriate sign-posting or resolution to meet your customers' needs and manage expectations. Maintain informative communication during service recovery.



Behaviours / Attitude	
Developing self	<ul style="list-style-type: none"> • Take ownership for keeping your service knowledge and skills up-to-date.
	<ul style="list-style-type: none"> • Consider personal goals and propose development that would help achieve them.
Being open to feedback	<ul style="list-style-type: none"> • Act on and seek feedback from others to develop or maintain personal service skills and knowledge.
Team working	<ul style="list-style-type: none"> • Frequently and consistently communicate and work with others in the interest of helping customers efficiently. • Share personal learning and case studies with others, presenting recommendations, and improvement to support good practice.
Equality – treating all customers as individuals	<ul style="list-style-type: none"> • Treat customers as individuals to provide a personalised customer service experience.
	<ul style="list-style-type: none"> • Uphold the organisations core values and service culture through your actions.
Presentation – dress code, professional language	<ul style="list-style-type: none"> • Demonstrate personal pride in the job through appropriate dress and positive and confident language.
“Right first time”	<ul style="list-style-type: none"> • Use communication behaviours that establish clearly what each customer requires and manage their expectations.
	<ul style="list-style-type: none"> • Take ownership from the first contact and then take responsibility for fulfilling your promise.

