



BUSINESS & ADMINISTRATION APPRENTICESHIP

Does this sound like you?

- Accurate in your work with an eye for detail
- Presentable and organised
- Able to work on your own and as part of a team
- A good communicator
- Interested in business processes
- Possess a range of computer skills

Career Ideas

- Administrator
- Receptionist
- Personal Assistant (PA)
- Marketing Assistant
- Civil Servant
- Retail Worker



DID YOU KNOW

Administrators handle the day-to-day tasks in an office and make sure things run smoothly – 97% of employers say that effective administration is essential to their business, so they do a crucial job.

Where are they now?

We are proud to help hundreds of local students succeed in the business world through an Apprenticeship programme. Read their stories on pages 114-117.

Business and Administration Apprenticeship

LEVEL 2

Duration 12 – 18 months
Entry Requirements
No formal qualifications required.

Study Area: Your chosen place of work and Leek College.

Course Outline: This Apprenticeship is about playing an important support role within a business or organisation. Business & Administration covers roles that involve organising people and resources. Without them, information would be hard to find, meetings would be missed and businesses wouldn't function. As a Business & Administration Apprentice, your exact duties will depend on your employer. It's likely that you'll be working with a team or member of staff to handle various tasks. You may be typing up board meeting documents, putting financial information together in spreadsheets, sending the daily post or faxing and photocopying confidential documents.

Further Study: Business & Administration Advanced Apprenticeship Level 3

Business and Administration Advanced Apprenticeship

LEVEL 3

Duration 12 – 24 months
Entry Requirements
No formal qualifications required. However, dependant on job role.

Study Area: Your chosen place of work and Leek College.

Course Outlines: The Advanced Apprenticeship builds on the skills learned at Level 2.

Further Study: HNC in Business. See page 16 for details. You can also progress to university or other specific career related courses.

Links to look at

www.skillsbaseapprentice.co.uk

www.apprenticeships.org.uk

www.britishchambers.org.uk