



Intermediate and Advanced Apprenticeship in Business Administration

INTRODUCTION

Around 4.5 million people help to keep businesses running in the public, private and not for profit sectors. This framework is designed to meet the needs of employers by attracting new talent into a career in Business and Administration.

Administrators need a broad range of skills to work effectively and to help increase business productivity, this framework will build on the apprentices existing skills by using employer led, up to date, flexible qualifications which meet changing needs of employers. It builds in softer skills such as communication, team working, interpersonal skills and the ability to reflect on personal learning.

Intermediate apprentices may work in roles such as administrators, office juniors, receptionist/medical receptionist, junior legal secretaries, or junior medical secretaries.

Advanced apprentices may work in roles such as administration executives / offices, administration team leaders, personal assistants and secretaries, including legal or medical secretaries.

WHAT WILL I DO

Most apprentices will begin by working towards the intermediate apprenticeship, from which you will be able to progress to the advanced apprenticeship.

Each framework will include the main aim which will be either; Level 2 NVQ Certificate in Business & Administration, (Intermediate Level), or Level 3 NVQ Diploma in Business & Administration, (Advanced Level). The Technical Certificate which will be either; Level 2 Certificate in Principles of Business & Administration, (Intermediate Level), or Level 3 Certificate in Principles of Business & Administration, (Advanced Level).

All of the frameworks will include functional skills in Maths, English and ICT, Employee Rights and Responsibilities and Personal Learning and Thinking Skills.

Functional Skills are practical skills in English, Mathematics and ICT that enables everyone to work confidently, effectively and independently in life and at work.

A Functional Skill qualification in English @ Level 2 will show that you are competent in writing documents on complex subjects, making presentations, reading and summarising information as well as spelling, punctuation and grammar, in Mathematics @ Level 1 will show you can understand practical problems, select & apply maths in an organised way and use checking procedures, in ICT @ Level 1 or 2 will prove you can use ICT systems, find & select information, develop, present & communicate information.

Functional Skills have been produced as a response to calls from employers for more people to have these skills



and they therefore form an integral part of an apprenticeship framework. They are the key to success that will open doors to learning and work.

Delivery of Functional Skills within the framework can happen in two ways:

- a) an apprentice attends day release, their functional skills will be delivered at college on that day.
- b) an apprentice does not attend college for their main qualification, they will need to attend college for a block week for each Functional Skill required for their framework. Dates of these block weeks will be discussed with the apprentice and their employer at sign up and they will be booked in advance.

HOW LONG WILL IT TAKE

It is estimated that the intermediate apprenticeship will take 12 months to complete with the advanced apprenticeships taking 18 months to complete. Within each framework there must be a minimum of 100 Guided Learning hours in each year of delivery completed "off the Job". This could be at College on a day release basis or away from the apprentices work station within the employer premises, all within the contracted hours of employment.

ENTRY QUALIFICATIONS

Entry to the course will be considered in relation to the applicant's previous knowledge and experience however GCSEs in English, Maths and Science or equivalent would be advantageous. Business Administration apprentices have to be employed for a minimum of 30 hours per week including their College day; employment must be within a business administration environment. Employers must be willing to sign up to the training agreement and be prepared for an assessor to visit the workplace every 8 – 12 weeks for assessments and training reviews.

WHERE COULD IT LEAD

If you are up for the challenge and are ready to learn, successful completion of this course could enhance employment opportunities and gain you a widely recognised qualification.

Intermediate apprentices, with support and opportunities within the workplace, can progress onto:

- The advanced apprenticeship in Business and Administration.
- Other advanced apprenticeships such as Customer Service or Management.

With additional training, intermediate apprentices may be able to progress in their careers to roles including administration executive, administration team leader, office supervisor, personal assistant, secretary or a wide range of other Business & Administration roles.

Advanced apprentices, with support and opportunities within the workplace, can progress to:

- The higher apprenticeship in Business & Administration
- Further of higher education to undertake business related or other qualifications, including Foundation Degrees in areas such as business, business management, and business administration

With additional training, advanced apprentices may be able to progress in their careers to roles including office manager, administration team leader, personal assistant or a wide range of managerial roles within business.

FEES

Apprenticeships are fully funded for 16 -18 year old and employers may be expected to pay an employer contribution for those 19 years or over.

For all apprentices within their first year of training the employer is required to pay the apprenticeship minimum wage of £2.50 per hour. Within the second and subsequent years of an apprenticeship programme the following applies:

16 – 18 year olds – the apprenticeship minimum wage

19+ - the required national minimum wage for the relevant age group.

ADDITIONAL INFORMATION

A high level of attendance is expected at College for the apprentices as they are only attending one day per week where very intensive training takes place.

HOW TO APPLY

You can apply for this course by applying online, by filling out an application form from the College prospectus or by contacting the Information Officer on 01205 313218 for further information.

The Information on this Course Information Sheet is correct at time of print, but can be subject to change at anytime.



ARE YOU OUR NEXT APPRENTICE? - EARN WHILE YOU LEARN

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