



Apprenticeship in Business Administration

INTRODUCTION

This Apprenticeship offers a broad introduction to a vocational sector, which will develop your personal skills in order to develop confidence in your ability to work, learn and achieve your full potential at this level. You will develop a range of employability skills and techniques and understand the personal qualities and attitudes essential for success in working life. The course will be relevant to business, retail and administration and should provide you with a stepping stone into employment within these sectors.

WHAT WILL I DO

The NVQ element of the course is made up of both mandatory units and optional units. The optional units will be designed to fit in with your job. The NVQ element of the course consists of 21 credits.

Four Mandatory Units

- Manage your performance in a business environment
- Improve own performance in a business environment
- Work with a success environment
- Communicate in a business environment

and a minimum of a further 7 units from a wide range of optional units, for example:

- Solving business problems
- Support the organisation of an event
- Plan and organise meetings
- Make and receive telephone calls
- Use diary systems
- Take minutes
- Prepare text from notes
- Store and retrieve information

Additionally your Apprenticeship will include a Technical Certificate that covers the theory element of the programme and also Functional Skills to give you the confidence to perform to the required standard.

HOW LONG WILL IT TAKE

This Apprenticeship will last between 12 - 20 months dependant on experience. The course is delivered in the workplace or on a day release basis.

ENTRY QUALIFICATIONS

Entry to the course will be considered in relation to the candidate's previous knowledge and experience.

Business Administration Apprentices have to be employed for a minimum of 30 hours a week at a workplace which has to be approved for Health and Safety purposes by the Apprenticeship Team.

Employers must be willing to sign up to the training agreement and have to be prepared for the Training Advisor to visit the workplace every 8-12 weeks for training reviews and regular Health and Safety Checks. As well as studying for their Apprenticeship we expect all learners to complete a Functional Skills portfolio to Level 1 in Maths and English.

WHERE COULD IT LEAD



Successful completion of the course could lead to further training or study or entry into the world of employment. You could progress into a Business related career or further training, e.g. accounting, administration, customer service, finance, IT, personnel or sales.

FEES

Employers may have to pay a contribution for those over the age of 19. For more information please enquire within the Apprenticeship Team.

For all Apprenticeships the Learner is required to be paid at least the Apprenticeship minimum wage (Currently £2.50 per hour).

ADDITIONAL INFORMATION

Apprentices are provided with a Training Advisor to help and support throughout the course and the work place and to ensure the learner's progression.

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.

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