

Advanced Apprenticeships in...

# Business & Administration

Apprenticeships in Business & Administration are work-based qualifications designed for young people who want to work as administrators and in administrative positions in all sectors of industry and commerce. Level 2 acknowledges individual responsibility and Level 3 recognises complex work skills involving supervisory ability. Units range from handling mail and processing information to developing procedures and assisting with decision-making.

## Advanced Apprenticeships (AA)

The Advanced Apprenticeship is for you if you have previous experience within an administrative role and you have a certain level of supervisory responsibility.

During your training you will have the opportunity to learn, develop and practice the skills required to make an effective contribution to a general office administrative environment. The Apprenticeship is made up of the following:

### NVQ Business & Administration Level 3

The NVQ is extremely flexible in structure. The mandatory units cover all of the skills that are essential to your administration position. The optional units are chosen by you and your supervisor to reflect the areas that you deal with, within the requirements of your job role.

A minimum of six NVQ units must be completed – two mandatory units plus four optional units from a choice of twenty-seven.

### Mandatory units include:

- Carry out your responsibilities at work
- Work within your business environment

### How will I be assessed?

Your allocated tutor will deliver your training one-to-one in your workplace and will visit you either on a weekly basis to deliver half day sessions or fortnightly for full day sessions. You will build a portfolio of evidence to show your competence against the NVQ requirements.

### How can I enrol onto an Apprenticeship in Business Administration?

Discuss with your workplace Supervisor/Line Manager about your interest in the course and then us on 01773 747377, so that we can arrange an appointment to come out and visit you and your Supervisor at work.

However, if you're not currently employed then ring us to obtain an application form and to arrange an interview (at a location convenient to you). Once you have discussed your training and career requirements with us, we will put you forward for any interviews, which match your criteria.

### Key Skills

The Key Skills you need to achieve are:

- Level 2 Application of Number
- Level 2 Communication

### Technical Certificate Level 3

This stand-alone qualification allows you to gain relevant and up-to-date skills and knowledge needed in today's business environment. They form a good knowledge basis if you wish to progress onto higher levels of working and also Higher Education. This also includes Employment Responsibilities and Rights

Technical Certificates will be taught through off-the-job training by your tutor in your workplace. They are assessed through an external short answer test.



Apprenticeships in...

# Business & Administration

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## Apprenticeships (A)

The Apprenticeship allows you to have time to settle into your training programme and job (if new to work).

During your training you will have the opportunity to learn, develop and practice the skills required to make an effective contribution to a general office administrative environment.

The Apprenticeship is made up of the following:

### NVQ Business & Administration Level 2

The NVQ is extremely flexible in structure. The mandatory units cover all of the skills that are essential to your administration position. The optional units are chosen by you and your supervisor to reflect the areas that you deal with, within the requirements of your job role.

A minimum of five NVQ units must be completed – two mandatory units plus three optional units from a choice of twenty-four.

### Mandatory units include:

- Carry out your responsibilities at work
- Work within your business environment

### How will I be assessed?

Your allocated tutor will deliver your training one-to-one in your workplace and will visit you either on a weekly basis to deliver half day sessions or fortnightly for full day sessions. You will build a portfolio of evidence to show your competence against the NVQ requirements.

### How can I enrol onto an Apprenticeship in Business & Administration?

Discuss with your workplace Supervisor/Line Manager about your interest in the course and then contact our Marketing Department on 01773 747377, so that we can arrange an appointment to come out and visit you and your Supervisor at work.

However, if you're not currently employed then ring us to obtain an application form and to arrange an interview (at a location convenient to you). Once you have discussed your training and career requirements with us, we will put you forward for any interviews, which match your criteria.

### Key Skills

The Key Skills you need to achieve are:

- Level 1 Application of Number
- Level 2 Communication

### Technical Certificate Level 2

This stand-alone qualification allows you to gain relevant and up-to-date skills and knowledge needed in today's business environment. They form a good knowledge basis if you wish to progress onto higher levels of working and also Higher Education. This also includes Employment Responsibilities and Rights

Technical Certificates will be taught through off-the-job training by your tutor in your workplace. They are assessed through an external multiple-choice test.

