

# Advanced Apprenticeship in Business Administration



## Programme Details

The Business Administration Apprenticeship is ideal for those looking to develop their communication, ICT and organisation abilities to mention just a few. This apprenticeship will take up to 18 months to complete. This training programme is designed for those already working in an administration environment, as well as for those who wish to enter the sector, after gaining experience in the workplace.



- Organising meetings/events
- Using IT
- Customer service
- Managing budgets
- Preparing and delivering presentations

## What is an Apprenticeship?

An Apprenticeship is a package of training that is delivered while you are working. Apprenticeships allow you to gain qualifications which will enhance your skills and develop you professionally whilst you are earning and working in a relevant working environment. The Apprenticeship training programme is a fantastic way of putting theory into practice, as you gain hands on experience in the workplace and if you are already employed in a relevant industry you will benefit from the knowledge gained to increasing career prospects.

The training includes NVQ Diploma, Functional Skills in Maths, English and ICT. You may be exempt from Maths and English but this is dependent upon previous GCSE (or equivalent) grades achieved (evidence of qualification will be required). You will be asked to complete an initial assessment in literacy and numeracy skills as part of your enrolment onto the programme.

## Qualification and Skills

Advanced Apprenticeship in Business Administration, which includes:

- NVQ Level 3 Diploma in Business Administration
- Functional Skills Maths Level 2
- Functional Skills English Level 2
- Functional Skills ICT Level 2

The apprenticeship is made up of mandatory units which cover the essential skills required for working within a business environment. Below are the mandatory units you will need to achieve to complete the Diploma.

- Communication in a business environment
- Understanding employer organisations
- Principals of admin services
- Principals of documentation production and management
- Manage personal development and performance
- Develop working relationship with colleagues

There are then a variety of optional units to choose from which focus on the specific tasks you carry out within your role which could include:

- Handling mail
- Minute taking
- Organising and reporting data
- Dealing with visitors

## Why should I choose to do an Apprenticeship?

Apprenticeships are available to anyone who is over the age of 16 and not in full time education. The government have recognised the importance of apprenticeship training and how it is a vital instrument in their objective of up skilling the countries workforce. The apprenticeship reform introduced in May 2017, will actively encourage employers to invest in apprenticeship training, through the Government Levy. All employers whether they are levy or non-levy paying are recognising the benefits of investing in apprenticeship training to both existing and new staff. Employers are required to commit to their staffs apprenticeship training by supporting them with at least 20% off the job training.

## Progression Routes

Once the has been completed potential job roles could include:

- Administration Team Leader
- Office Administrator/ Manager
- PA/ Secretary

An opportunity to study a higher national apprenticeship at Level 4.

Contact [enquiries@creativesportandleisure.co.uk](mailto:enquiries@creativesportandleisure.co.uk) for clarification or any further guidance.

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