

Business Administration Apprenticeship

Who is it for?

This course will give you the skills and knowledge you need to be able to pursue a career in Business Administration. As an apprentice you will gain valuable experience working with an employer carrying out office duties such as answering telephone, faxing, photocopying, whilst gaining the skills of communication, inputting data and ordering resources etc. The Level 3 Advanced Apprenticeship will require some supervisory elements.

If you are interested in learning through practical experience, this could be the course for you.

What qualifications do I need?

Level 2 Apprenticeship – we would like you to have 4 GCSE's at grade D-E preferably including Maths and English.

Level 3 Advanced Apprenticeship – we would like you to have 5 GCSE's at grade A-C, including Maths and English.

All applicants will be asked to attend an interview with the Trainer/Assessor and complete a short initial assessment. This will take approximately 1hr.

What skills and knowledge will I learn?

National Vocational Qualification (NVQ)/ Technical Diploma

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|---|-------------------------------------|
| 201 Manage own performance | 212 Produce business documents |
| 202 Improve own performance | 107 Make an receive telephone calls |
| 203 Work in a business environment | 209 Take minutes |
| 206 Communicate in a business environment | 219 Store and retrieve information |
| 221 Use office equipment | 248 Use word processing software |
| | 243 Use presentation software |

Additional Qualifications

Functional Skills Maths, English
 Employment rights and responsibilities
 E- Safety training

Where do I learn?

During the course you will be expected to attend the training centre 1 day a week to work towards the theory elements of the framework. The other 4 days will be spent working with your employer gaining the skills and knowledge required to complete your NVQ (on the job).

You will be expected to attend the training centre to complete Key/ Functional skills as these will be embedded into your programme and delivered on your training centre day.

Your Apprenticeship will take approximately two years to complete.

What happens afterwards?

You may gain employment with your employer and/or decide to complete an Advanced or Higher Apprenticeship.

What shall I do next?

Contact the Training Centre on the details below and ask for an Application form.

Training Administrator
Coleridge Centre
Ribble Drive
Darlington
DL1 5TY

T: 01325 248021

E: ian.saunders@darlington.gov.uk