

# FOR APPRENTICES

## Business Administration Advanced Apprenticeship Level 3

### Course Details

This Advanced Apprenticeship provides Administrators with the broad range of skills required to work efficiently and to help increase business productivity. Office and administration skills, customer handling skills, technical and practical skills, oral communication and IT skills are all covered within this Apprenticeship as well as team working, interpersonal skills and the ability to reflect on personal learning.

### Apprenticeship Framework Components

- L3 NVQ Diploma in Business & Administration
- L3 Technical Certificate in Business Administration
- Functional Skills

### Programme Content

Apprentices will gain skills and experience in the following key areas:

- Dealing with internal and external correspondence
- Organising meetings and events
- Producing documents
- Managing resources
- Managing office equipment
- Managing information
- Managing administration systems
- Managing diaries
- Developing presentations

### Functional Skills

Functional Skills are skills that are needed in a range of activities in education and training, work and life in general. For this Framework, you will be required to achieve the following:

- Maths Level 2
- English Level 2
- ICT Level 2

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Successful completion of these functional skills is essential to complete the framework. Not all apprentices need to study their Functional Skills depending on previously gained qualifications. Further advice will be provided at enrolment.

## **Duration**

The average expected completion time for this framework is 18 months, however it can take longer. Confirmation of duration will be advised on your enrolment to the apprenticeship programme.

## **Earnings**

The National Minimum Wage for an Apprentice is advertised on <https://www.gov.uk/national-minimum-wage-rates>

## **Holidays**

Holidays will be agreed with your employer. Your minimum entitlement is 20 days per year plus Bank Holidays.

## **Progression**

The majority of our apprentices continue to be employed on a full-time basis at the end of the apprenticeship. There are also good opportunities for self-employment or progression to a higher-level qualification and/or apprenticeship.

## **Off The Job Training**

There is a requirement for all apprentices to complete 20% of their time in 'off the job' training. This includes the need to attend Redcar & Cleveland College at least one day a week.

## **Future Changes**

As part of the Apprenticeship Reform, this framework may be changing to an Apprenticeship Standard.

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## Contact

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