

Apprenticeship in Business & Administration

This is the nationally recognised learning framework for 16, 17 and 18 year olds working in a business and administration role.

The programme develops and recognises a broad range of practical business and administration skills – providing a foundation for personal development and career progression.

Learners complete a ‘framework’ of individual qualifications in order to achieve their Apprenticeship.

- Programme duration: 12–16 weeks
- Skills are assessed in the workplace through observation, personal statements, workplace documentation and a short online multiple choice test
- Apprentices are supported with a range of flexible learning resources and workshops

Required outcomes	Duration
Business and Administration NVQ Level 2	Week 1–16
Key Skills in Communication Level 2*	Week 1–12
Key Skills in Application of Number Level 1*	Week 1–12
Level 2 Certificate in Business and Administration	Week 1–12

Learners must complete all required outcomes in order to complete the Apprenticeship.

**Learners who have achieved GCSE grades A* to C in English and/or Maths are exempt from the Key Skills qualifications.*

Highlights

- Develops essential workplace skills
- Structured onsite induction session for all learners
- Full support materials provided
- Assessed in the workplace by experienced assessors
- 90–120 minutes per week study & preparation time
- Must have employed status – at least 30 hours per week
- Full funding available through the Learning and Skills Council

Progression

Exceptional learners may progress to an Advanced Apprenticeship on successful completion of the programme.