



# Business and Administration Apprenticeship

**12 months**

Apprenticeships are designed to teach young people the skills they need to progress their career and help support the business they work in. Apprentices need to be employed in a suitable business environment.

## **Employers**

- Apprenticeships are available for those aged 16 + and are free to learners who are under 19 years of age
- Bicton College can offer businesses help to find suitable apprentices or businesses may already employ somebody who has not undergone formal training
- Fitting in with the working week, apprentices will attend Bicton College on a day or block release system
- A Training Officer will agree a training plan with the apprentice and employer, and visit them regularly in the workplace to manage the training and evaluation process

## **Apprentices**

- Unemployed learners considering an Apprenticeship will need to find themselves a work placement / employer who is willing to support them in their chosen training programme although if learners are unable to find one, we may be able to help
- Apprentices continue working whilst completing their training
- Apprentices achieve nationally-recognised qualifications
- Apprentices follow a structured training and learning plan incorporating many aspects of Business Administration
- Apprentices learn the most up-to-date skills to benefit their career and their workplace
- Apprenticeship training is free for 16-18 year olds
- There are career opportunities within the Business industry

For more information please contact us:

**t: 01395 562394**

**e: [business@bicton.ac.uk](mailto:business@bicton.ac.uk)**

**w: [www.bicton.ac.uk](http://www.bicton.ac.uk)**

Bicton College, East Budleigh, Devon EX9 7BY





# Business Administration

## Apprenticeship Level 2

### 12 - 18 months

This Apprenticeship is about playing an important support role within a business or organisation.

Administrators handle the day-to-day tasks in an office and make sure things run smoothly – 97% of employers say that effective administration is essential to their business, so they do a crucial job.

The term ‘administration’ covers roles that involve organising people and resources, including, executive assistants, secretaries, administration assistants, data entry clerks and office juniors. Without them, information would be hard to find, meetings would be missed and businesses would be less productive.

As a business and administration apprentice, it’s likely that you’ll be working with a team or member of staff to handle various tasks. You may be typing up documents, putting financial information together in spreadsheets, sending the daily post, or photocopying confidential documents. This sort of work requires a strong sense of responsibility, accuracy and attention to detail.

Entry requirements:

- Employment
- Interview
- Initial assessment at Level 1 in Maths English and ICT
- GCSE’s would be an advantage

#### Areas of study include:

- Manage own performance in a business environment
- Improve own performance in a business environment
- Work in a business environment
- Communicate in a business environment.

In addition there are many other options available. Course content and selection can be altered to suit your employment.

#### Apprentices gain additional skills and training in:

- Functional English
- Functional Maths
- A technical certificate relevant to the industry

Functional skills are the practical skills in English and Maths that allow people to work confidently, effectively and independently in life.

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